

CROSSCUT.COM

Business Intern

Crosscut.com, a new online daily news service for the Pacific Northwest based in Seattle, is a pioneer in the growing field of online news. We are a small, start-up company with a great team, flexible workplace, and significant contacts in the community.

We are looking for a business intern to contribute to Crosscut's growing success.

The ideal business intern is a results-oriented, energetic, self-starter. This person will contribute to Crosscut's expanding efforts in viral marketing, online advertising sales, and media relations as well as assist with other day-to-day business.

Duties

- Participate in the online advertising sales process beginning with lead generation and qualification, progressively moving into actual sales
- Monitor the blogosphere for opportunities to engage or develop relationships with bloggers to increase Crosscut's presence
- Participate in media relations strategies to promote Crosscut stories
- Analyze traffic and other business metrics
- Assist with search engine optimization efforts
- Assist with posting and management of ads
- Reports to Director, Business Development & Marketing

Required Experience

- Excellent verbal and written communication skills
- Computer savvy: Microsoft Office software, web analytics, online sales terminology
- Knowledge of Seattle market a plus
- Outgoing, friendly personality

Miscellany

- Ideal start date: May 5
- 20 hours per week; hours flexible
- 3 months (with possible 3-month extension)
- Unpaid for qualified students; entry-level pay for qualified applicants

How to Apply

Applications must be e-mailed. Please follow these instructions carefully to ensure you are considered for the position:

- Attach to an e-mail a cover letter, resume and list of references in Microsoft Word or PDF format.
- Make the subject of the e-mail "business intern."
- Send the e-mail to jobs@crosscut.com. We will acknowledge receipt. No phone calls or other correspondence, please.

Application deadline: position open until filled.