



## *Editorial Internship - Spring 2022*

### **About Indy Maven:**

Launched in 2019, Indy Maven has become the most trusted source and community for like-minded women in the Indianapolis area. Our network includes thousands of women and our outreach includes newsletters, a prominent social media presence, and events.

### **Where do YOU come in?**

Indy Maven is offering a spring internship in the editorial department. We are looking for someone with an entrepreneurial spirit, strong organizational skills, creativity, and a passion for uplifting women in our community and beyond. The scope of exposure during your experience will be broad including but not limited to partnering with the Marketing, Social Media, and Operations teams.

Under the general supervision of Indy Maven owner and founder Leslie Bailey as well as our executive editor you will:

- Help produce the weekly e-newsletter and web content.
- Contribute story ideas and participate in content planning.
- Assist in researching new contributing writer applicants.
- Update databases and evergreen web stories.
- Assist with maintaining indymaven.com website.
- Write editorial and marketing content.
- Attend bi-weekly Indy Maven virtual team and quarterly editorial board meetings.
- Assist with research as needed.
- Support virtual (and in time) in-person events.

### **What experience is required?:**

Applicants with majors in journalism, communications, marketing, public relations, new media, and advertising are preferred. Experience working with Wordpress is required. Design Software such as Photoshop or INDesign, and social media tools such as Canva and Tailwind are ideal but not required. Due to COVID-19 this is a completely remote internship that runs from January to May and is part-time, a minimum of 10 hours per week (not to exceed 20 hours) at the rate of \$10/hour.

### **Deadline to submit: Friday, Dec. 31, 2021**

Send resumes, a cover letter, and one writing sample to:

ATTN: Kate Taunton-Rigby, Indy Maven

Email: [kate@indymaven.com](mailto:kate@indymaven.com)

Put the word "Pssst!" in the subject line