



Write On!

Fine Lines is a nonprofit literary journal dedicated to supporting creative writers. A summer camp program is held each year for young writers of all ages and occupations to come and let their voice safely be heard. *Fine Lines*'s journals include prose articles of varying lengths, reflective essays on widely diverse topics that reflect life experiences, what one learns through the writing process, poetry in all forms, and mixed media.

Employment Type: Internship

Position Title: Organizational Development Consulting Intern

Job Function: Marketing/Management

Location: Omaha, NE (Virtual Option Available)

Supervisor: David Martin

Salary: Unpaid

What we are looking for in you:

- Self-starter
- Advanced proficiency in writing and grammar
- Strong organization, leadership, and prioritization skills
- Highly communicative
- Very strong detail orientation
- Expert knowledge of social media and Microsoft Office
- 20+ available hours per week

What you can look forward to doing:

- Posting content to the official *Fine Lines* Instagram, LinkedIn, and Facebook pages that accurately represents and advertises for the organization.
- Composing and sending out promotional emails to a list of over 1000 stakeholders.
- Weekly meetings to discuss tasks and expectations with the founder of *Fine Lines*.
- Compose promotional press releases and electronically distribute them.
- Respond to *Fine Lines* emails and direct them to David Martin.
- Make adjustments to the official *Fine Lines* contact list via Microsoft Excel as necessary changes arise.
- Being flexible with completing additional marketing-related tasks as they appear.

Interested?

Email David Martin at fine-lines@cox.net with your resume, a message about applying, and any questions that you may have!