

Editorial Intern – Suburban Chicago

WindyCity Greek online publication



Company Location: Elmhurst, IL

Position: Start immediately; unpaid, with potential to become paid

Apply to: Maria@windycitygreek.com

Description

Launched on September 30, 2015, **WindyCity Greek** is the only Greek media outlet committed to 100% positive Greek-related news. **WindyCity Greek** shines the light on all the innovative and exciting people, businesses, organizations, and happenings in the Greek community – here in Chicago, and around the world. It's a celebration of all things Greek! We celebrate our rich heritage – past, present, and future. We are Hellenes and we are proud! You don't have to be from Chicago to be a **WindyCity Greek**. It's a mindset!

Since **WindyCity Greek** has a fairly small editorial staff, our intern has the opportunity to become an integral member of our team. An ideal intern is independent, ambitious, a self-starter, and in-the-know when it comes to the Greek community. Interns will work closely with **WindyCity Greek's** founder/editor, and explore the fast-paced, energetic digital magazine world. This is a great opportunity to build your portfolio and gain real-world experience from a fast-growing online publication.

Are you detail-oriented and diligent? Do you tackle every assignment with a positive, can-do attitude? Do you have great ideas and want to contribute to our growth? Qualified candidates should have pride in Hellenism; have writing experience, social media savvy, and most importantly, be positive. SEO experience preferred. Solid communication skills are a must, along with the ability to successfully complete strict deadlines.

Every day is different, and our intern will perform a variety of tasks. Interns will assist with the creation of special sections and eguides, and may also cover local events. 10-15 hours per week. Has potential to become a paid gig for the right person.

Responsibilities

- Research story topics
- Participate in planning editorial
- Edit articles
- Conduct interviews
- Write articles for **WindyCity Greek** that are on brand and in publication style
- Update Events Calendar
- Source, size, and compress images
- Post articles to WordPress

- Assist in development of social media campaigns
- Help with marketing activities
- Cover events as needed
- Other related tasks
- Help us continue to grow

Requirements

- Excellent written and verbal skills.
- Knowledge of Greek language, culture, community, and Orthodox Faith. Pride in Hellenism.
- Highly-motivated and talented college student pursuing a degree in journalism, public relations, English, business communications, or communication arts
- Basic journalism knowledge. Can learn and follow publication style. Knows how to write for web, or willing to learn.
- A good comfort level with making phone calls, speaking on the phone, and following up with sources for fact-checks and interviews.
- Strong organizational and communication skills with keen attention to detail and problem solving skills.
- Basic knowledge of MS Office applications, especially Word and Publisher.
- Ability to create engaging visual and written content.
- Experience in writing blog posts with basic understanding of SEO and how to apply it.
- Knowledge of WordPress and MailChimp a plus.
- Experience with Facebook, Twitter, and other social media platforms ideal.
- The ability to independently manage your time and tasks: working on multiple assignments at a time, prioritizing your tasks, juggling different types of assignments at once, and know when ask questions when you need help, communicate in a professional manner, and be detail oriented.
- A self-starter that can work independently as well as contribute to the team.
- Enthusiasm and positivity a must.

Skills

Preferred - Editorial, Blogging, Greek community knowledge/interest.

Location

Intern will initially work from our Elmhurst office but eventually may work remotely.

Apply

Send your resume and a few sentences about why you would be a great intern, to maria@windycitygreek.com.