



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS

Updated: January 23, 2012
Position Title: Publications and Bookstore Marketing Intern
Staff Group: Communications
Reports To: Marketing Coordinator
Location: Boston, Massachusetts (onsite)
Grade: Unpaid internship
Hours/Week: 14 hours per week (hours negotiable)

Basic Purpose: Assists in database and Internet media production while developing marketing skills.

Learning Goals

The Publications and Bookstore Marketing Intern will learn to:

1. Input and maintain entries on UUA Bookstore website via database program.
2. Generate and publish video and audio content to the Skinner House Books website.
3. Gain a deeper understanding of marketing and retail administration through these and other related projects.
4. Performs other duties as requested by supervisor, the UUA Bookstore Manager, the Director of Communications, the Executive Vice President, or the President.

The Publications and Bookstore Marketing Intern will also have the opportunity to attend educational events at the UUA if interested in doing so.

Qualifications: This is an unpaid internship, which may be eligible for credit depending on the requirements of your college or university. Our ideal candidate will be:

- In pursuit of a Bachelor's or Master's degree in management, marketing, publishing or communications.
- Dependable and reliable.
- Proficient in Microsoft Office applications (Access, Excel, Outlook, and PowerPoint).
- Familiar with basic video recording and editing techniques or interested in learning them.
- A careful and articulate writer.
- Knowledgeable about Unitarian Universalism especially helpful.

People with disabilities, people of color, Hispanic/Latino/a and LGBT candidates are encouraged to apply.

How to Apply: Send a letter describing your interest in marketing, publishing and/or video and audio production work (2 pages maximum) and your résumé via e-mail—indicating “Marketing Intern” in the subject line—to careers@uua.org, via fax to (617) 367-3237, or to Human Resources, UUA, 25 Beacon Street, Boston, MA 02108. E-mail submissions preferred.

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination headquartered on Boston's Beacon Hill. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org.