

From: "Media Alliance JobFile" <jobfile@media-alliance.org>
 Subject: Media Alliance JobFile - 5/8/09
 Date: Thu, June 18, 2009 1:17 pm
 To: tracy@media-alliance.org



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I. PRINT/PUBLISHING/WIRE

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1. Managing Editor
 Discovery Girls
 San Jose, CA
 Full-time

Discovery Girls, a national lifestyle magazine for tween girls, is looking for a highly motivated, energetic Managing Editor to oversee the magazine's editorial direction and circulation/audience development for a newly created position with tremendous advancement potential. This is a full-time, on site job located in San Jose. No telecommuters. No relocation funds available.

Responsibilities: Work with Publisher to define and implement the magazine's overall vision and voice. * Plan and conceptualize articles and editorial calendar. * Oversee the production process and work with graphics department to plan, design, and coordinate all materials. * Develop and lead the direction/job duties of key positions in the editorial department. * Supervise editorial staff, including mentoring their skills in editing articles and in writing engaging copy and attention-grabbing cover lines. * Work with online editor to build the magazine's circulation by developing our audience through web strategies and soft marketing efforts. * Hire and supervise freelance writers. * Create and maintain all editorial schedules and workflow. * Edit articles or distribute the editing workload. * Collaborate with advertising rep on partnerships and special projects to maximize ad revenue. * Develop and oversee web site content. * Provide editorial support for special projects. * Recommend new initiatives for future growth. * Devise and implement new strategies for improved workflow.

Ideal candidate will have at least 5 years' experience in an editor position or better at a magazine or lifestyle publication and be experienced in overseeing, managing, and running an editorial department. Candidate must have solid writing, editing, researching, and interviewing skills. Requirements: B.A. in Journalism, English, Creative Writing or equivalent degree. * 5-7 years' relevant experience in editor position. * Proficient editor, strong writing skills. * Highly motivated, energetic self-starter with strong entrepreneurial drive. * Extremely well organized, with proven project and personnel management skills. * Ability to effectively communicate and collaborate with others. * Experience with consumer publications preferred, knowledge of tween market a plus.

To Apply: Please send your resume and cover letter to DGMktgJob@gmail.com. Candidates will not be considered without a cover letter. No phone calls, please.

2. Production Editor
 Annual Reviews
 Palo Alto, CA
 Full-time

In this position, the highly motivated, responsible, and disciplined Production Editor administers a networked, Web-connected, journal-production office; works with multiple editorial committees of scientists; copy edits (electronically), proofs, and maintains smooth flow of manuscripts among authors, editors, service providers, and production department colleagues; manages publication schedule and controls volume length for print and electronic publication; and travels outside the Bay Area 2-3 times yearly for meetings.

Excellent language skills, multi-tasking, and the ability to work independently as well as cooperatively are required. Successful candidates should have: BA or BS degree and 3-4 years of work experience. * advanced MS Word capability and proficiency in use of MS Office and Windows. * command of English language with excellent editing and writing skills. * sound judgment, project-management skills, and tact. Background and interest in science and academic publishing as well as familiarity with image-editing software are pluses.

To Apply: Please email cover letter with resume and salary requirements to jpimentel@annualreviews.org or fax to Human Resources at 650.855.9815. All applicants must be able to provide lawful evidence of eligibility to work in the United States. EOE.

3. Editorial Assistant
Weldon Owen
San Francisco, CA
Part-time/Freelance

Independent book publisher is looking for a freelance editorial assistant to assist executive editor of children's and lifestyle books with administrative, research, and editing tasks. The work is commissioned on a part-time, freelance basis for the duration of specific projects. This is a great opportunity to learn firsthand about book publishing.

Duties may include: Fact-checking information and coordinating corrections * Proofreading manuscripts, layouts, and proofs * Entering and checking corrections in InDesign files * Coordinating with editorial, design, and production staff * Writing copy where needed.

Requirements: College degree * Editing experience * Available to work onsite, when necessary, in San Francisco office located in Jackson Square. * Interest in book publishing, parenting, lifestyle topics, and family reference. * Strong proofing and writing skills, as well as sound editorial judgment * Excellent organizational and time-management skills. * Prefer experience with InDesign.

To Apply: Please send your resume along with a cover letter explaining why you're the right person for the job and where you heard about this job to receptionist@weldonowen.com. Please put "Freelance Editorial Assistant" in the subject line.

4. Copy Editor
Crittenden Publishing
Novato, CA
Part-time
www.crittendenonline.com

Crittenden Publishing publishes hard news for real estate development, business insurance, homebuilding and hospitality newsletters. Crittenden has an immediate opening for a part-time copy editor at our Novato office. This is a part-time position approx 25 hrs/week during normal business hours.

Under the direction of an editor, the copy editor is responsible for the copy editing and layout of newsletters within a prescribed format, producing camera-ready copy as well as a PDF copy of newsletters, saving unused copy in the appropriate file, and general "housekeeping" of newsletter files (original stories as well as final newsletters). Other duties may include work on indexes and newsletters from other company offices. While the copy editor may rely on instructions and pre-established guidelines to perform the functions of his or her job, he or she must also defer to and discuss with editors any changes that might substantially change the meaning of copy. The copy editor will read stories for spelling, punctuation, abbreviations (such as company names, dates, states; using AP style in most cases, except when Crittenden style prevails), and clarity (sentence structure, clauses), with all changes subject to editor review. The copy editor can expect a regular workload, and while this workload will be subject to daily fluctuation dependent on editors' and reporters' workloads, the copy editor shares in the responsibility of meeting deadlines.

The ideal candidate should be a motivated self-starter with a firm understanding of AP style and acute attention to detail. Experience copy editing or reporting hard news/business news is a plus. Successful candidates will be able to work both independently and as part of a reporting/editing team.
 Qualifications: Knowledge of Microsoft Word is essential * Copy editing experience on a daily or weekly publication preferred * Training in hard news writing for trade or traditional newspapers a plus * Must have ability to flexibly work in a creative and collaborative environment, and possess strong communication and organizational skills * Ability to handle deadlines while copy editing stories for business savvy audiences * Bachelor's in Journalism or related field.

To Apply: Candidates should submit a resume, salary requirements, and availability to hr@crittendennews.com and indicate "Copy Editor" in the subject line. EOE.

5. Editorial Interns
 WIRED Magazine
 San Francisco, CA
 Full-time/Temporary

WIRED magazine seeks four interns for its San Francisco office. The full-time internships will run July 1, 2009 to December 31, 2009 and focus on editorial assistance, gadgets research, fact-checking, and reporting. All four positions involve working closely with senior editors.

GENERAL EDIT intern. This position is ideal for a recent college graduate with some journalism experience (e.g. previous internship, school paper). Geek-savvy pop culture knowledge is a must. The job involves fielding all of the email, mail, faxes, and phone submissions received by the editorial department. This intern is also charged with mailing issues to authors and helping with stories in the Play section of the magazine. Knowledge of GarageBand and a passion for music is a plus.

GADGETS intern. This position is best suited to a recent college graduate with a strong interest in gadgets, consumer electronics, and technology. Responsibilities include reviewing products for and assisting with the production of our GadgetLab blog. Interns also assist with research for special product packages. This is a great opportunity to get your hands on the latest tech gear before everyone else does. There are light clerical duties as well, such as responding to story and product pitches, and ordering products for review.

RESEARCH intern. This position is for someone with great reporting skills and a supreme attention to detail -- ideally a college graduate with prior fact-checking or professional reporting experience. The primary duty is checking the accuracy of magazine content. In this capacity, the research intern works closely with senior editors, copy editors, designers, photo editors, and writers, primarily on the magazine's Play section, so an affinity for geeky pop culture is a plus. Other responsibilities include Nexis searches and filing copies of magazines.

REPORTING intern. This position is best suited to a college graduate with entry-level reporting and writing experience in the field of journalism. Responsibilities include pitching ideas to Start section editors and assisting them with research and special projects. The reporting intern is especially involved in idea generation for recurring Start items such as Q&A, Alpha Geek, Best lists, and so on. There are light administrative duties as well, such as mailing, updating databases, and preparing for section meetings.

The pay: \$12 per hour. The hours: 9 am to 6 pm, Monday through Friday. Applicants must be pursuing journalism as a career and have experience working in a deadline-oriented environment. You should also be enthusiastic, highly organized, and have a demonstrable interest in technology. A passion for great reporting and writing is essential. Because these internships are full-time, they are not appropriate for matriculated undergraduate or graduate students. We do not offer summer internships.

To Apply: Send a cover letter and resume within the body of an email message. **DO NOT SEND THEM AS EMAIL ATTACHMENTS -- WE WON'T READ THEM IF YOU DO --** to internships@wiredmag.com. Please put your name and which internship you're applying for in the subject line of the email. You may only apply for one position; however, you will be considered for others as we deem appropriate. APPLICATIONS ARE DUE MAY 20. ABSOLUTELY NO PHONE CALLS PLEASE. Failure to follow the

above instructions may disqualify you as an applicant.

6. Reporter
 The Daily Democrat
 Woodland, CA
 Full-time
www.dailydemocrat.com

The Daily Democrat, a 10,000-circulation MediaNews Group newspaper only miles from the state's capital has an immediate opening for a full-time reporter. The beat includes covering the city of Woodland, some court cases and whatever else we can throw your way. Everyone does a little bit of everything, and we're looking for a motivated go-getter who may be a recent graduate in journalism or related field anxious to go places.

To Apply: Send your resume and clips to Editor Jim Smith, 711 Main St., Woodland CA 95695, or e-mail jsmith@dailydemocrat.com.

II. BROADCAST/FILM/PHOTOGRAPHY

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7. Academic Department Director for Digital Film
 Art Institute of California
 Sunnyvale, CA
 Full-time
www.edmc.edu

The Art Institute of California-Sunnyvale is seeking an Academic Department Director for Digital Film. The Academic Department Director (ADD) is the principal academic officer for the Digital Film BA program. The ADD is co-responsible with the Campus Head of Academic Affairs for the fiscal well being of the department as it relates to education. The Director also participates in activities that promote the stature of the department and the college and abides by the mandates set by Corporate Headquarters, the President, and the Executive Committee.

Responsibilities: Provide academic leadership for the Digital Film Program and select, train, develop, manage, and lead faculty and staff team members according to the guidelines provided by the Campus Head of Academic Affairs. * Provide support to college and community relations activities including planning and implementing a budget including personnel requirements, program expenses, and capital needs. * Support college programs designed to achieve student completion rates. * Advise students in Program * Collaborate with other Academic Department Directors within own school and across schools: scheduling, sharing faculty, and other. * Teach up to two classes per quarter. * Other responsibilities as determined by the Dean of Academic Affairs.

Ideal candidates are professionals in their field who embrace a culture of learning and value ongoing professional development. Qualifications: Master's degree (required) with a minimum of 5 years related experience. Advanced certifications or credits towards further study are highly preferred. Bachelor's or Master's degree must be in a related area. * A strong understanding of current professional technologies and programs. * Held positions of increasingly responsible experience in the industry and/or in Education * Fiscal and personnel management experience. * Teaching experience * Excellent communication skills, written and oral as well as strong interpersonal and problem solving skills. * Superior organization, prioritization, and self-motivation skills. * Strong computer literacy skills. * Ability to interact effectively as either a leader or as a member of a team and work collaboratively with other departments. * Ability to listen to customers (e.g. staff, etc.) and to understand and respond positively to their requests. * Ability to adapt to changing assignments and multiple priorities, to manage multiple tasks and successfully meet deadlines.

To Apply: Submit via e-mail: cover letter * your Diversity Statement or Diversity Philosophy (this may be part of your cover letter or submitted separately) * resume * transcript from institution awarding highest degree (may be sent separately or submitted at first interview) * links to portfolio or current work (please

do not send large e-mail attachments of your work) * names, titles, and phone numbers of three professional references. Please include the position of interest in the subject line of your e-mail to: aicasunstaffing@edmc.edu. EOE.

8. Production Assistant
Tagami Vision
Oakland CA
Part-time/Freelance

Weekly internet show seeks production assistant (PA). Assistant regularly shoots, edits, and posts show to the internet. Some shows are filmed in studio where PA supports production. Sample shows can be viewed on youtube under Phil Tagami or Tagamivision. Compensation: \$120 per show, negotiable.

Qualifications: Video skills with prosumer cameras and wireless mics; use of Final Cut Pro a must; use of Mac; knowledge and use of Youtube, Twitter, and Facebook; writing skills a plus; ability to play piano or comfort in front of the camera as interviewer a plus

To Apply: tagami@leaseoakland.com.

9. Photographer
Salinas Californian
Salinas, CA
Full-time

The Salinas Californian, a six-day-a-week newspaper on the Central Coast, has an immediate opening for a photographer. Salinas is a newsy town in an agricultural valley a few miles from the Monterey Peninsula. We cover a wide area, but focus on Salinas and the Salinas Valley. Our weekly upscale news magazine, Off68 provides regular opportunities for feature work. In addition to shooting great photos for print, we produce a significant amount of content for our Web site, including photo galleries, video, audio slideshows, streaming live video and panoramas.

The ideal candidate would have previous newspaper experience, multimedia skills, good caption-writing skills, a flexible schedule and be able to speak at least some Spanish. A reliable vehicle and clean driving record are required. The position hours require flexibility.

To Apply: You may send resumes to resumes@gannett.com or fax to 831-754-4214 or mail to The Salinas Californian, PO Box 81091, Salinas CA 93912.

III. WEB/MULTIMEDIA

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10. Editorial Director
Center for Investigative Reporting
Berkeley, CA
Full-time
www.centerforinvestigativereporting.org

The Center for Investigative Reporting is seeking an innovative and entrepreneurial Editorial Director to lead a small but dynamic team of journalists for a new reporting initiative to produce in-depth multimedia journalism on issues of critical importance to California. This position reports directly to the Executive Director of CIR. Target start date is July 1.

The California project, which is backed by The James Irvine Foundation and the William and Flora Hewlett Foundation, will be a new model for regional journalism. It will serve as a home for talented and innovative journalists; take full advantage of new technologies to produce compelling storytelling; and build powerful collaborations with news outlets, universities, and others throughout the state to enable important stories to be covered in-depth and distributed widely.

Responsibilities: * Hire and lead the editorial operation, including day-to-management and hands-on editing * Develop, conceptualize, and manage stories from start to finish. * Work collaboratively to select, prioritize and assign work with the Executive Director of CIR and the Project Director * Serve as editor for other CIR reporting staff when they are working on California focused stories * Play a key role in creating, developing and managing the California project website, working with the Director of Web Strategy and others * Help manage the collaborative relationships with other media, universities and public policy institutes

We want candidates who: have at least a decade of experience reporting, editing and managing award-winning high impact, in-depth and investigative projects, preferably in California * are exceptional leaders, communicators and managers who can inspire a team of talented journalists * are able to define, articulate and implement an editorial vision * excel at generating powerful story ideas * are creative line editors with strong story telling and writing skills * have experience using data, creating databases to track source information and making the data accessible to the public on the internet * are excited at the prospect of working in a challenging, fast-paced, entrepreneurial environment * are comfortable with multimedia storytelling, embrace media innovation and the search for new models for sustaining in depth reporting and new ways of engaging audiences.

To Apply: Please submit a cover letter explaining why you want to be part of this team, resume, 3-5 clips or urls of your work to cirjobs@cironline.org. Put the word Editorial Director in the subject line. Applications also can be mailed to CIR at 2927 Newbury St., Suite A, Berkeley, CA, 94703. We encourage applicants with diverse backgrounds. If you have questions, email Marcia Parker, mparker@cironline.org.

11. Director of Web Strategy & Technology
Center for Investigative Reporting
Berkeley, CA
Full-time

The Center for Investigative Reporting is seeking a Director of Web Strategy & Technology for a new reporting initiative to produce in-depth multimedia journalism on issues of critical importance to California. This position reports directly to the Executive Director of CIR.

The successful applicant will be an entrepreneurial and collaborative leader, able to champion, articulate and implement an innovative digital media strategy; help craft a new business model to drive revenue growth and sustain in depth journalism; and tap new technologies to make data accessible and understandable. He or she will be the thought leader and driver for CIR's digital strategy and will insure that CIR advances its mission on multiple platforms, growing audience and embracing innovation, beginning with the California reporting project. The position will manage technology and web staff and contractors, and oversee CIR's technology needs, including technology platforms, networking needs, social networking, traffic-building initiatives, and traffic monitoring and reporting.

Preferred candidates: have news or consumer focused website development and online product development experience, including multimedia production management * have a track record of creative thinking and innovation in storytelling, ideally including multimedia storytelling * have deep knowledge and experience with digital media and digital media culture, social networking, audience engagement and collaboration tools, cutting edge technology and new platforms * embrace media innovation around new business models for supporting and sustaining in-depth reporting, the presentation of long form reporting and new ways of engaging audiences and storytelling * are exceptional leaders, communicators and managers of technology and web teams * are excited at the prospect of working in a challenging, fast-paced, entrepreneurial environment * have proven ability to deliver results in production oriented environments * have outstanding attention to detail and organizational abilities, and ability to troubleshoot and provide feedback, guidance and solutions

To Apply: Please submit a cover letter explaining why you want to be part of this team, resume, and urls of your work to cirjobs@cironline.org. Put the words Director of Web Strategy in the subject line. Applications can be mailed to CIR at 2927 Newbury St., Suite A, Berkeley, CA, 94703. We encourage applicants with diverse backgrounds. If you have questions, email Marcia Parker, mparker@cironline.org.

12. Multimedia Producer
Center for Investigative Reporting
Berkeley, CA
Full-time

The Center for Investigative Reporting is seeking a creative, agile, and innovative multimedia producer for a new reporting initiative to produce in-depth multimedia journalism on issues of critical importance to California. Target start date is summer.

We are seeking a high-energy producer to create cohesive, appealing multimedia story packages. Successful candidates will be committed to multimedia storytelling excellence and comfortable taking the lead in developing new ways to engage local audiences while making sure content and design meet the standards for quality journalism and web usability. The ideal candidate will have new media journalism background, preferably at least two years experience producing a variety of media packages with text, audio, video, still images, graphics and data.

Necessary skills include HTML; general multimedia software and audio editing tools including ProTools, Flash, Photoshop, iMovie, Audacity/Audition/Soundedit, and FinalCut; general text editors (spreadsheets, FTP, etc.) and the ability to write clean, appealing copy. The producer also will be responsible for updating the CIR and California websites, creating graphics for stories, writing headlines and blurbs, updating CIR's blog; and will contribute to and help shape CIR's web marketing strategies, including sending out story alerts, tending to social networking sites (Facebook, Twitter, etc.), link exchanges, updating video sites (YouTube, iTunes, Blip.tv), and other promotional strategies.

To Apply: Please submit a cover letter explaining why you want to be part of this team, resume, 3-5 examples of your work to cirjobs@cironline.org. Put the words Web Producer in the subject line. Applications also can be mailed to CIR at 2927 Newbury St., Suite A, Berkeley, CA, 94703. We encourage applicants with diverse backgrounds. If you have questions, email Marcia Parker, mparker@cironline.org.

13. Reporter
Center for Investigative Reporting
Berkeley, CA
Full-time

The Center for Investigative Reporting is seeking a small but dynamic team of journalists for a new reporting initiative to produce in-depth multimedia journalism on issues of critical importance to California. Target start date is summer.

We are seeking collaborative, passionate journalists with strong storytelling abilities and track records of producing compelling, creative, original, high impact stories of broad significance. Applicants should be self-starters, with a deep knowledge of California issues, local and state governments, budgets, public policy, government databases and public records. We plan to hire 5-6 full time journalists with a range of experience, from those with three or more years of to those with at least 10 years experience. While we will prioritize those who have worked in multiple mediums, all applicants should have print experience and proven writing skills. Most of the positions will be located in Sacramento and the Bay Area; others will be in Southern California or the Central Valley.

Each reporter should have significant expertise in at least one of the following: California budgets, political reform, and money in politics * Education reporting, one with a focus on K 12 and one with higher education, specifically community colleges * Computer assisted reporting * Multimedia reporting.

To Apply: Please submit a cover letter explaining why you want to be part of this team and which position you are applying for, a resume, 3-5 clips or urls of your work to cirjobs@cironline.org. Put the word Reporter in the subject line. Applications can also be mailed to CIR at 2927 Newbury St., Suite A, Berkeley, CA, 94703. We encourage applicants with diverse backgrounds. If you have questions, email Marcia Parker, mparker@cironline.org.

14. On-line Organizing Director
Sierra Club
San Francisco, CA
Full-time
www.sierraclub.org

The Sierra Club, the nation's largest grassroots based environmental advocacy organization, seeks an On-line Organizing Director to build our on-line presence and power to combat climate change and win other environmental victories. The position will lead efforts to merge our on-line and on-the-ground organizing efforts, recruit on-line activists, and be a central strategist in our energy and climate campaigns. Position will be part of a senior team running state, national, and international campaigns, coordinating on-line and on-land organizing with other campaign tools.

Knowledge & Skills: B.S. in relevant technical field or equivalent work experience * Prior supervisory experience and at least 2-3 years of experience developing and implementing coordinated communications and organizing strategies, which includes budget management, negotiation of vendor contracts and managing vendor relationships. * Strong knowledge and demonstrated hands-on use of online organizing tools * Knowledge of non-profit organizations devising and/or implementing online organizing programs. * Demonstrated proficiency in use of quantitative tools and techniques for operational analysis. * Web & database proficiency * Demonstrated analytical and problem-solving ability * Effective verbal and written communication skills.

To Apply: Full job description at [www.sierraclub.org/careers/conservation/Online Organizing Director.asp](http://www.sierraclub.org/careers/conservation/Online%20Organizing%20Director.asp). Please send cover letter and resume to: resumes@sierraclub.org. To ensure proper routing of your application, please specify "On-line Organizing Director-SCHQDC" in the subject line of your email response. Application deadline is May 22. EOE.

15. Web Producer / Online Communications & New Media Manager
Pesticide Action Network North America
San Francisco, CA
Full-time
www.panna.org

Pesticide Action Network North America (PANNA) is seeking a self-motivated, highly organized and collaborative professional. The Web Producer / Online Communications & New Media Manager will be responsible for Drupal-based web site development, maintenance and evaluation; CRM email list administration; SEO strategy and implementation; digital production for online publications; keeping up to date on technical developments and best practices within the field of online organizing and advocacy; and collaborating effectively across the organization to turn out content. We have a staff of 22 with varying levels of technical facility, so the candidate must be willing to act as a technical educator and ambassador within the organization.

Responsibilities: Create, develop, and manage web and online communications content * Ensure panna.org and sister sites are up to date, engaging, and influential * Track, measure and report email and website metrics * Support PANNA's online outreach and mobilization campaigns * Assure web-based information is archived for future needs and reference * Work cooperatively with other staff members * Work closely with IT on site hosting, maintenance and security * Configure Drupal modules * Create and update Drupal themes.

Qualifications: Successful candidates will bring at least two years of professional online outreach and/or web production experience and the broad range of skills required to develop and execute against an integrated online outreach strategy. Experience and skills in content production and management, writing and editing for the web, HTML and CSS, image and graphic design, and Web 2.0 applications. Flash, Java Script, and PHP would be a plus. Design sensibility, and compelling writing in English, with a solid understanding of what makes emails and web copy engaging, are required. Strong project management, teamwork, and effective written and interpersonal communication skills are also essential. Equally important is a commitment to the mission of PANNA and willingness to participate in our pesticide reform

work: local, state, national and international advocacy for policies that promote pesticide use reduction, ecological pest management, social justice, sustainable agriculture, rural development and global food security. Some familiarity with social and environmental issues such as pesticides, genetic engineering, sustainable agriculture, international trade and development and human rights is preferable.

To Apply: Send an e-mail with attached letter of interest, a resume with work experience and salary history (required) and a short writing sample to megan@panna.org. Applications will be accepted until the position is filled. Selections of candidates for interview will be made beginning May 11, 2009 and continue as well-qualified candidates present themselves. AA.

16. Director of Content
GreatSchools
San Francisco, CA
Full-time
www.greatschools.net

We are looking for an experienced and creative leader to support and help drive our transition to a new, more media-rich, community-driven, parent-centric site. The role includes helping to set and drive content strategy; managing content needs across the site; writing web-friendly tools, articles, and quizzes; packaging user-driven content; building out our community of engaged parents; and managing a team of editors and writers. The Director of Content will report to the VP of Product Strategy.

Responsibilities: Develops and manages process for producing timely, high quality content * Supervises quality of content * Sets editorial calendar and priorities * Cultivates, curates, and repackages user-driven content * Writes and edits copy across the site * Plays to the web's interactive strengths * Hires and manages freelance writers and editors * Manages and coordinates newsletter development * Manages team of bloggers * Establishes a panel of parent users to inform content development * Works closely with educational experts * Collaborates with Product Management to ensure fit with overall product strategy * Manages team of editors and content developers * Develops style guide for the redesigned site.

Qualifications: Strong leader with excellent management skills * Seasoned editor with at least five years experience creating consumer-friendly content * Experience soliciting and packaging user-driven content * Web-savvy with at least three years experience working online * Great writer (copywriting experience welcome!) * Highly conceptual and creative in how to reach users and deliver on vision * Flexible enough to thrive in our fast-changing environment * Highly organized, responsible, and attentive to timelines and details * Experience serving low-literacy and/or less computer-savvy consumers a plus * Another plus: Knowledge or experience of schools, the educational system, and teaching.

To Apply: Please email a cover letter, including salary requirements and resume to jobs+contentdir.gs@greatschools.net, with "Director of Content" in the subject line. Resumes without cover letters will not be considered. No phone calls please. EOE/AA.

17. Senior Editor
GreatSchools
San Francisco, CA
Full-time

We are looking for an experienced content developer to support and help drive our transition to a new, more media-rich, community-driven, and parent-centric site. The Senior Editor will report to the Director of Content.

Responsibilities: Manages content for two or three educational channels (including learning disabilities, homework help, and learning activities) * Cultivates, curates, and repackages user-driven content * Writes and edits web-friendly tools, articles, and quizzes * Comes up with creative ways to engage and build out parent community * Develops content that plays to the web's interactive strengths * Hires and manages writers * Works closely with educational experts.

Qualifications: Web-savvy, seasoned editor with at least five years experience creating online consumer-friendly content * Experience working with user-driven content * Great writer (copywriting experience welcome!) * Highly conceptual and creative in ways to reach users and deliver on vision * Flexible enough to thrive in our fast-changing environment * Highly organized, responsible, and attentive to timelines and details * Experience serving low-literacy and/or less computer-savvy consumers preferred * Knowledge or experience of schools, the educational system, and teaching methods a plus.

To Apply: Please email a cover letter, including salary requirements and resume to: jobs+senioredit.gs@greatschools.net, with "Senior Editor" in the subject line. Resumes without cover letters will not be considered. No phone calls please. EOE/AA.

18. Associate Editor
NextAdvisor.com
San Francisco, CA
Full-time

NextAdvisor.com provides free reviews and comparisons of consumer services. We are looking for a passionate and dedicated Associate Editor to help facilitate the company's rapid growth. This is a perfect fit for a self-motivated team player with top-notch organizational and communication skills plus a careful eye for detail.

Responsibilities: Research and develop blog content and detailed feature articles related to the various content topics covered on our website * Assist in raising awareness of the awareness of our brand through social networks and social news sites * Assist in the development and distribution of press releases * Work with other team members to generate new ideas and content for our business * Source and manage relationships with outside parties, such as guest columnists, bloggers or content owners * Manage all quality assurance efforts for our web content.

The ideal candidate will have a very strong attention to detail including an excellent grasp of the English language and editorial best practices. This individual should also have a good understanding of Internet technologies and be very experienced as a consumer Internet user. Experience writing search engine optimized web copy is a big plus. Above all, we want someone with an entrepreneurial mindset who is looking for a broad set of responsibilities and exciting challenges in their day-to-day work flow. Since this position will work on projects for all aspects of our business, it is critical for the candidate to have the flexibility and drive to work on multiple assignments concurrently and have a can-do attitude for any new projects or responsibilities assigned to them. Qualifications: College Degree with an interest in pursuing a career in the Internet industry * Positive, team-focused attitude * Experience with proofreading, html and wordpress or other blogging software a plus * Comfortable in a focused but fast moving environment.

To Apply: Send us a brief cover letter describing why you believe you are the perfect Associate Editor for NextAdvisor.com along with your resume to jobs@nextadvisor.com. Since researching and creating original content is one important element of this job, you are also encouraged to provide links to or digital copies of any writing samples along with your resume and cover letter, although this is optional.

19. Web Producer
International Rivers
Berkeley, CA
Part-time
www.internationalrivers.org

International Rivers is seeking a dynamic and creative part-time Web Producer to maintain and improve our web presence. She/he will maximize available technologies to ensure that www.internationalrivers.org offers timely and engaging content, and is intuitive to navigate and compelling for visitors. This 60% position has a salary range is \$25,800-28,000 (\$43,000-\$48,000 FTE) DOE + benefits.

The ideal candidate will have a strong ability to communicate effectively through websites, outstanding attention to detail, and enthusiasm for International Rivers' mission. The Web Producer will ensure that internationalrivers.org attracts new members to the organization, promotes public engagement with our

campaigns, and provides a first-class information resource for our partners, the media, and the general public. While this is not strictly a web design or development position, design talent and technical competence are definite assets.

For the complete job announcement, please visit internationalrivers.org/en/jobs. Send a cover letter and resume (include links to websites you have worked on, and descriptions of your contributions) to jobpost@internationalrivers.org. Applications can also be sent by mail to International Rivers, ATTN: Web Posting, 2150 Allston Way, Suite 300, Berkeley, CA 94704-1378 or by fax to 510-848-1008. No calls please.

IV. DESIGN/GRAPHICS

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20. Publications Designer
Hesperian Foundation
Berkeley, CA
Full-time
www.hesperian.org

The Hesperian Foundation is a non-profit publisher of books and educational materials on community health, which are developed in collaboration with health workers from around the world. Our manuals are simply-written and heavily-illustrated (mainly with line art), and enable people with little formal education to recognize, treat, and prevent most common illnesses, and to work together to address underlying social causes of poor health. Our books are usually several years in development, and drafts may go through several production passes in the process of incorporating collaborative input. We are seeking a full-time publications designer to join our production team. Book production encompasses a mix of new titles, new editions, and reprints. We also produce project-related posters and flyers, as well as promotional and fundraising printed materials. The starting salary range for this position is \$35,000 - 39,000 DOE.

Required: At least 3 yrs. experience producing multi-page layout print design (books, magazines, newspapers, etc.) with a high level of experience working in Adobe InDesign. * At least 2 years experience in typesetting and book production for offset printing, including use of Adobe Photoshop and Acrobat. * Ability to apply principles of good print design in accessible health education publications * Patience and ability to manage multiple tasks and projects, and work collaboratively with writers, editors, and the production team through multiple revisions, and to sustain long book production phases * Commitment to our mission: producing high-quality, relevant health materials for people with varying levels of formal education in poor communities worldwide * Willingness to work on both Macs and PCs. * Well-developed file management and organizational skills * Attention to detail. Highly preferred: Well-developed technical skills in creating digital output and troubleshooting * Ability to read in Spanish * Health or educational materials development experience * Experience with photo correction in Photoshop * Experience with scanning technologies * Drawing ability (or at least ability to edit art) * Experience working with printers and print buying. Desirable qualifications: Experience in the developing world * Fluency in Spanish or other languages * Writing, editing, and/or proofreading experience.

To Apply: Send a resume, cover letter, and a few design or art samples (pdf's preferred) if available to: The Hesperian Foundation, ATTN: Publications Designer Search, 1919 Addison St. Suite 304, Berkeley, CA 94704; Fax: (510) 845-9141; E-mail: jobsearch@hesperian.org. No calls, please. EOE/AA.

V. PR/MARKETING/ADVERTISING

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21. Online Marketing Manager
Institute for Women in Trades, Technology & Science
Alameda, CA
Full-time
www.iwitts.com
www.womentechstore.com

The Institute for Women in Trades, Technology & Science supports educators and employers in recruiting and retaining women in the fields of technology, science, law enforcement and the trades. The CalWomenTech Project is a major focus for the organization, along with expanding our on-line store to create a sustainable earned income stream.

The Online Marketing Manager position will play a lead role in the marketing of our organization. This is a position that has existed for a few years and we already have many online marketing strategies in place; we've had an online store and e-newsletter since 2000. We are looking for someone who can take our online marketing to the next level by: Expanding our market reach - We've recently added close to 50 new, high-quality gender equity education products to our online store and we need someone who can assist us in increasing their online sales. * Increasing user engagement by developing and executing a social networking strategy with measurable outcomes to promote consumption of content. * Growing our social networking presence. * Growing E-Commerce Revenue - The most important goal of this position is to expand our earned income stream, so it can sustain the organization. This would involve selling more of our existing products and continued expansion of our store with 3rd party products. Compensation \$40,000-\$50,000 per year depending on experience.

Qualifications: At least two years related experience in the above described duties and responsibilities. * Fluent in technology on a surface level. Word, Excel, Microsoft Publisher, Photoshop - Intermediate Skills. HTML, Adobe Acrobat, Dreamweaver, Constant Contact a plus. Ease and aptitude with technology and interest and ability to research and implement new technical tools independently. * Experience tracking results (metrics). Proficiency working with Google analytics. * Good Marketing Instincts: Understands audiences and how to reach them. * Demonstrated Track Record: Examples of previous successes expanding product sales or market share. * Hands-On Experience: Must have personally implemented online marketing strategies including creative component. Preference given to applicants who have experience in small companies wearing many hats. * Detail Oriented: Highly accurate (95% or above), able to proof own work, experience implementing projects with many details successfully. * Time Management: Well organized, excellent time management. Multi-tasks effectively. * Bachelor's Degree Required, preferably with related education.

To Apply: Full job description available at www.iwitts.com/html/employment.html. Please send: (1) A customized e-mail letter explaining why you are interested in this position, how you heard about it, and explaining your experience in relationship to the job description and skill requirements. (2) A current resume summarizing educational background and related work experience. Send this information to jobs@iwitts.com. Subject line should read "Online Marketing Manager."

22. Communications Manager
The Pacific Forest Trust
San Francisco, CA
Full-time
www.pacificforest.org

The Pacific Forest Trust is seeking a multi-faceted communications professional to serve as print and online content manager for this growing organization. Responsibilities include the creation and distribution of compelling print and online content promoting PFT's programs and accomplishments. Duties will include production and distribution of news for internal and external constituencies via the PFT website, HTML email blasts, social media platforms, and traditional print vehicles including newsletters and press releases. The Manager will maintain the currency and utility of PFT's website, news blog and Twitter feed; provide in-house writing and basic graphic design services; contribute to production of presentation and workshop materials, and support media outreach. Current organizational priorities include advocating for the climate benefits of forests and expanding public understanding and support for conservation of working forests and all their values (wood, water, wildlife and well-being).

Qualifications: Minimum 5 years' experience in content management, website administration, public relations, media outreach, graphic design, writing, editing, journalism and/or marketing communications. * Degree in Communications, Graphic Design, Digital Design, Information Technology/Computer Science or a similar field preferred. * Skill with Mac OSX operating system and Mac Office applications in addition

to design and/or graphic production skills and familiarity with Photoshop, InDesign, Illustrator, PowerPoint, etc. * Demonstrated ability to create and maintain web pages using content management systems, Dreamweaver or other website languages * Strong writing, editing and proofreading skills; demonstrated excellence in producing compelling online content * Experience with database management (e-Tapestry a plus), online communications and social networking applications * Ability to gather user data, compile information, and prepare reports * Systematic, results-oriented person who thrives in a dynamic, entrepreneurial environment * Ability to work cooperatively and courteously with others * Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner * Commitment to PFT's mission, vision and values.

To Apply: Submit a cover letter, resume, references and 3 to 5 appropriate work samples (press releases, newsletter articles, blog entries, media campaign materials, marketing brochures, etc.) In your cover letter, please address the following: Describe your experience creating and managing online content or administering a website * Describe your degree of familiarity with graphic design practices and software * Describe your experience writing non-media focused content such as web site copy, newsletter articles, marketing materials, blogs, email bulletins, etc. * Describe your degree of familiarity with land/forest conservation, climate change (especially the role of forests in climate) and natural resource management issues * Your salary history and expectations. Incomplete applications will not be reviewed. You may submit your application packet electronically or as hard copy. For electronic submissions, send to charrison@pacificforest.org with "Communications Manager" as the subject of your email. For hard copy submission, send to: The Pacific Forest Trust, 1001-A O'Reilly Avenue, San Francisco, CA 94129, Attn: Communications Manager Search.

23. Marketing Manager

HarperOne
San Francisco, CA
Full-time
www.harpercollins.com

HarperOne, a division of HarperCollins Publishers, is looking for a candidate with experience leveraging the power of Web 2.0 tools and social networks in media (movies, music, books) product marketing.

Responsibilities: Collaborate in the development and implementation of online marketing plans for all titles * Create and execute social networking strategy for HarperOne, our imprint, authors and product lines * Keep on top of and test new applications, websites and online tools for promoting authors and book (stay on the lookout for Web 3.0) * Manage list generation develop/maintain a database of contacts segmented by interest for both text and email communications * Develop and maintain relationships with key bloggers, pitch them on coverage and do book mailings to them on a project-by-project basis * Analyze success metrics of our online campaigns. Report back on what is working and what isn't, what industry standards are, etc * In collaboration with marketing team, develop and maintain a HarperOne guide, blog or wiki for advising authors on online opportunities/online self-promotion, etc.

Qualifications: Prefer 3-5 years marketing experience at least two years of which, should be Web 2.0 specific (social networking, analytics, etc). Publishing experience not required. * Must be self-motivated, patient, articulate and creative. * Needs to work well in a collaborative environment. * Must be detail-oriented, well-organized, and able to prioritize. * Must possess college degree or equivalent work experience. * Candidate should have strong working knowledge of Microsoft office, content management systems, databases and strong interest in developing trends.

To Apply: Please send resume, cover letter, and salary requirements to jobs@harpercollins.com.

24. Health Communications Coordinator

Asian Pacific Partners for Empowerment, Advocacy and Leadership
Oakland CA
Full-time

Asian Pacific Partners for Empowerment, Advocacy and Leadership (APPEAL) is a national non-profit organization whose mission is to champion social justice and achieve parity and empowerment for Asian

Americans, Native Hawaiians and other Pacific Islanders (AA&NHPIs). Under the supervision of the APPEAL Executive Director, the Health Communications Coordinator is responsible for providing support to key communication and media-related activities for APPEAL. The Health Communications Coordinator will also be responsible for helping to implement APPEAL's fundraising plan including securing donations from individual donors.

Responsibilities: Draft, edit and disseminate APPEAL documents, updates as well as media and advocacy bulletins related to tobacco and other social justice issues * Work with the APPEAL Executive Director to assess the communication needs of the organization and develop an overall plan and communications strategy * Assist with the implementation of APPEAL's communication plan and selected campaigns * Work with APPEAL staff and APPEAL Board of Directors to ensure consistent and appropriate message delivery * Provide media and communication technical assistances as needed * Develop and nurture media contacts * Contribute to improving communications internally and externally for the organization * Develop and maintain a donor database * Draft communications to APPEAL members, donors and potential donors * Assist in organizing fundraising events and activities * Assist with the writing and editing of grant proposals and reports.

Qualifications: Bachelors degree in communications, public health, public relations and/or related field, plus three years work experience or commensurate experience required. * An understanding and experience working with Asian American, Native Hawaiian and Pacific Islander (AA&NHPI) communities (and other diverse communities) required. * Experience in developing and implementing communication strategies for AA&NHPI communities and other diverse communities on health and social justice issues on the local and/or national levels required. * Excellent verbal and writing communication required. * Excellent interpersonal skills and ability to establish positive relationships with community members and organizations required. * Grant writing and fund development experience desired. * Self-motivated and the ability to work independently and maintain communication with the director and the overall program required. * Ability to contribute to a larger team. * Experience and knowledge of tobacco control or related field helpful. * Commitment and ability to support and implement the goals and objectives of APPEAL. * Proficiency with PC-based computers and Window, experience with Microsoft Office suite: Word, Excel, Outlook and Internet required, PowerPoint desired.

To Apply: Send resume to: APPEAL Hiring Committee, Health Communications Coordinator, 300 Frank H. Ogawa Plaza, Ste. 620, Oakland, CA 94612. AA.

25. Northwest Account Manager - Prevention

Rodale
San Francisco, CA
Full-time

This position will report to the Associate Publisher and will cover the Northwest territory including San Francisco, Oregon, Washington, West Canada, Montana and Idaho. The candidate must sell pro-actively across all of Prevention's brand assets including magazine, web site, SIP's, events, database, custom publishing, reprints, book mailings, direct mail, or other alternative media that carries the client's message to our consumer.

Responsibilities: Managing the daily efforts of the sales team: Weekly forecasts, target account activity, sales calls, proposals and overseeing rate negotiations * Working with the sales staff and Marketing department to develop integrated, custom, as well as standard ROB and ROS sales packages to maximize revenue * Working with the Publisher, Associate Publisher and management team to develop key category positioning, presentations and sales strategies as well as yearly goals, target accounts, etc.

Qualifications: The ideal candidate will have 5+ years of advertising sales experience across multiple categories including food, beauty, dtc/otc, etc. All candidates must be proficient in digital sales as well as traditional print media sales. * 5+ years experience in print media sales at a national consumer magazine as well as 5+ years experience in online advertising sales/online agency media background is required * Posses a proven track record of excellent account management skills, and have key relationships and contacts at both client and agency point of contact. * Proven ability to meet and exceed sales quotas * Diligent work ethic with a high energy, results-oriented style * A Bachelors degree is business or related

field * A valid driver's license * Strong computer skills are required.

To Apply: www.rodale.com; click on the "Career Opportunities" link in the left column. No Phone Calls. EOE/AA.

26. Writing, Development and Marketing Communications Associate
Stanford Education Program for Gifted Youth
Palo Alto, CA
Full-time
epgy.stanford.edu/ohs

The Education Program for Gifted Youth (EPGY) at Stanford University provides gifted students around the world with an opportunity to take advanced courses both online and through residential summer programs. Combining a fully accredited Online High School (OHS) with online courses at the middle-school and elementary-school levels, together with residential summer courses, EPGY offers a comprehensive set of programs.

Responsibilities: Working under the direction of the EPGY Deputy Director, the Writing, Development, and Marketing Communications Associate (WDMA) will play an active role in furthering EPGY mission through the production of effective written communication. The WDMA will be responsible for producing: Proposals to granting agencies and donors * Proposals for services to be provided to school districts * Marketing materials, brochures, flyers describing EPGY's offerings * Marketing oriented letters to students, schools, and districts * Newsletters for EPGY target populations * Updates on projects for granting agencies and donors.

The WDMA will be expected to develop and maintain a communication plan and calendar for EPGY and to lead efforts among those at EPGY who contribute to external communications. This will include developing and maintaining a reservoir of documents that can be drawn upon as needed. This will also include responsibility ensuring that documents produced at EPGY conform to standards and guidelines. As part of this effort, the WDMA will be expected to coordinate EPGY's web communication strategy, including having responsibility for ensuring that EPGY's website is accurate and update to date, as well as tracking EPGY's presence on the Internet to ensure that EPGY is being properly represented. We emphasize that while this position will have a development and marketing communication component, a significant amount of the time will be spent writing.

Qualifications: The WDMA is required to have a BA, preferably in a writing intensive field. An advanced degree in a field requiring extensive writing is preferred. While prior experience working in complex organizations and developing written documents for a diverse audience is desirable, more important is underlying ability to write well and to learn quickly. As a representative of EPGY, the WDMA will be expected to demonstrate the highest standards in written and spoken communication. The WDMA should be able to produce clear, concise prose tailored to its intended audience. Excellent proof reading and editorial skills are essential. The WDMA should be have an appreciation for detail and nuance in language and an ability to understand subtle distinctions between seemingly similar ideas. Additionally, the WDMA should have the ability to synthesize disparate data into unifying themes, the ability to communicate complex ideas in simple, concise, compelling language, and in a clear and structured writing style. The WDMA should also be comfortable working on tight deadlines. As EPGY's activities center around online education, it is highly desirable that the WDMA have familiarity with one or more of the following: computer-based instruction * online learning * virtual classrooms, web conferencing, video conferencing * teaching with technology, such as video or multimedia. Additionally, prior experience with one or more of the following will be useful: gifted education * urban schools and Title I schools * independent schools. Lastly, as EPGY is at the forefront of using new technologies, it would be useful if the WDMA has knowledge of web and web 2.0 technologies, including social networking, as well as prior experience with the management of online presence, production of video, podcast, electronic newsletters, and written materials. The WDMA should be proficient in the use computer programs such as Word, Powerpoint, Excel, email, and so forth.

To Apply: Please review the job posting and apply on-line: http://jobs.stanford.edu/find_a_job.html -- enter "34348" in the Keyword Search field at the bottom of the screen.

VI. NON-PROFIT[back to top](#)**27. Strategic Plan Facilitator**

Wikimedia Foundation
Telecommute
Full-time/Temporary Contract

The Wikimedia Foundation is a non-profit charity dedicated to encouraging the growth, development and distribution of free, multilingual content, and to providing the full content of wiki-based projects to the public free of charge. The Wikimedia Foundation operates some of the largest collaboratively-edited reference projects in the world, including Wikipedia, Wiktionary, Wikibooks, Wikiquote, Wikisource, Wikinews and the Wikimedia Commons media repository. .

In July 2009, the Wikimedia Foundation will kick off a completely open, collaborative and transparent strategy development process aimed at maximizing the social impact of the Wikimedia movement world-wide over the coming years. The project will run from July 2009 until July 2010, and will draw upon the experiences and knowledge of a wide range of contributors including Wikimedia volunteers, specialists providing pro bono support, Wikimedia staff and board members, and an external strategy consulting firm. The strategy will be primarily developed through wikis and other online tools, and all planning outputs will be publicly available for review and free re-use. The Wikimedia Foundation is hiring three positions to support this process: a Project Manager, a Facilitator, and a Research Analyst.

The purpose of the Facilitator role is to support project participants during the process of creating actionable strategy recommendations. The Facilitator will be responsible for establishing and maintaining a tone of openness and transparency throughout the strategy project process, for orienting new participants and helping existing participants contribute to the project's goals. Part of this job will include actively moderating wiki and mailing list discussions to help them be focused and productive. This is a one year contract position July 2009 to July 2010 with the possibility of extension. This position can telecommute from anywhere in the world.

Responsibilities: Set up and moderate project mailing lists and wiki pages * Develop and maintain FAQs, Glossary pages, Guiding Principles, and other communications/transparency materials documenting and explaining the project process * Coordinate community translation of key documents and surveys * Welcome new strategy project participants and assist them in getting oriented * Help working groups and sub-groups articulate their goals, and support them in working through specific activities (e.g., developing timelines, staging meetings, developing documents, etc.) * Respond to questions from strategy project participants * Seek clarity from project team as required by participants * Actively facilitate key discussions (e.g., paraphrasing, summarizing, reflecting back, keeping on task, keeping on time) * Promote constructive dialogue, mediate conflict and encourage creativity and participation * Carry information (particularly best practices) among working groups and sub-groups * Track down and recruit "experts" upon the request of working group and sub-group members.

Requirements: 3+ years of online community facilitation or leadership experience is a requirement * Experience with Wikimedia goals, policies and social norms is a major plus * Experience in professional development, coaching, facilitation and/or working with volunteers is a plus * Friendly, diplomatic and helpful * Comfortable working with a diverse array of people including Wikimedians, academics, consultants, and professionals offering pro bono support * Excellent English-language writing and communications skills * International experience or ability to speak multiple languages is a plus * Must be able to set priorities and work independently * Must be highly skilled using a wide variety of communications/collaboration tools including wikis, mailing lists and IRC.

To Apply: Please send a CV and cover letter to jobs@wikimedia.org, before May 31, 2009. Please put the position title (Facilitator-Strategic Plan) in your subject line. Applications that do not include a cover letter will not be considered. Please copy and paste the text of your CV into the e-mail, in addition to attaching the file.

28. Strategic Plan Research Analyst
Wikimedia Foundation
San Francisco, CA
Full-time/Temporary Contract

(See above for project description.) The Research Analyst acts as a first point of contact for other parties involved in the strategic planning process to provide reports and analysis helping to answer specific questions, such as: Which geographic regions that are currently performing poorly present real opportunities for growth in reach and participation in the next five years? Based on surveys, what are the major drivers of, and barriers to, people becoming active contributors to Wikipedia and our other projects? Which measures of content quality currently exist or could be developed? The Research Analyst will commission and/or create reports, charts, graphs, maps and tables, designed to concisely, clearly and meaningfully convey information for a lay audience. They will support the strategic planning process by helping to navigate a jungle of available data, providing a clear focus on useful information. The Research Analyst will work closely with the Wikimedia Foundation's part-time Data Analyst, and with the strategic planning project team. This is a one year contract position July 2009 to July 2010 with the possibility of extension. The salary is in the range of \$70,000 to \$85,000, commensurate with experience. This position is based in our San Francisco headquarters.

Responsibilities: Develop a database of appropriate primary and secondary information sources (e.g., comScore, Pew) * Collect, categorize and prioritize information requests from working groups; * Respond to requests as appropriate, by providing links or a synthesis of existing research, or by creating custom reports * Assist in survey/questionnaire design as requested by the Project Manager * Where data does not yet exist, facilitate the process of obtaining it, by working with technical staff, hiring contractor support if needed, and/or reaching out to and working with external research organizations.

Requirements: 5+ years experience as an analyst or researcher, preferably in a company that analyzes media/Internet usage data * Strong ability to analyze and synthesize quantitative and qualitative research data from primary and secondary sources, and proven ability to create simple, meaningful reports * Experience working with statistical analysis software such as SPSS is a major plus * Must be willing to solicit ideas and discuss methodology and conclusions beyond direct contacts, notably the Wikimedia community * Experience designing questionnaires and surveys is a plus * Ability to work in a collaborative, consensus-oriented environment * International experience or ability to speak multiple languages is a plus * Must be able to set priorities and work independently * Must be comfortable using a wide variety of communications/collaboration tools including wikis, mailing lists and IRC * Experience with the Wikimedia projects is a plus.

To Apply: Please send a CV and cover letter to jobs@wikimedia.org, before May 31, 2009. Please put the position title (Research Analyst-Strategic Plan) in your subject line. Applications that do not include a cover letter will not be considered. Please copy and paste the text of your CV into the e-mail, in addition to attaching the file. If you are not currently living in the San Francisco Bay Area, please make that clear in your cover letter.

29. Strategic Plan Project Manager
Wikimedia Foundation
San Francisco, CA
Full-time/Temporary Contract

(See above for project description.) The Project Manager is responsible for successfully executing the Collaborative Strategy Development project: for making sure high quality outputs are developed on time and inside the project budget. This is a one year contract position June 2009 to July 2010 with the possibility of extension. The salary is in the range of \$80,000 to \$95,000, commensurate with experience. This position is based in our San Francisco headquarters.

Responsibilities: Create and get sign-off for the project plan, including review-and-refine cycles * If possible as per the time of hiring, help to recruit the dedicated project team (Research Analyst and Facilitator) * Lead the creation of the project work framework (e.g., wikis, mailing lists, newsletters) * Ensure that non-English speakers have appropriate means to participate, and to obtain community

translations of project output * Create and execute communications plan (encompassing internal project team communications, project participant communications, stakeholder; communications including the steering committee and non-project participant Wikimedia volunteers, as well as non-Wikimedia external communications including media) * Be the central hub of communications for people working on the project including the steering committee, project team, working group heads and external experts * Keep the project on track: on time and on budget * Ensure all deliverables are of appropriate quality level, and success measures are met or exceeded * Escalate problems to the project team, and recommend solutions.

The Project Manager will need excellent communications skills, a basic understanding of strategy development and a passion for doing high-quality work. The Project Manager will need a solid understanding of project management fundamentals, but will not need to be skilled with Gantt charts and other tools of high-complexity projects. Requirements: 5+ years of experience managing and leading projects is required * A basic understanding of strategy development fundamentals is required * Experience working on decentralized projects is a major plus * Excellent communications abilities are required, particularly writing skills * Must be comfortable using a wide variety of communications/collaboration tools including wikis, mailing lists and IRC * Must be articulate, persuasive, and tactful, able to successfully manage stakeholder relationships * Must be able to set priorities and work independently * A passion for moving work forward and achieving high-quality outcomes is essential * Experience designing simple questionnaires and surveys is a plus * Experience managing translations and/or localization work is a big plus * Must be able to work in a collaborative, consensus-oriented, highly-diverse environment * International experience or ability to speak multiple languages is a big plus * Experience with Wikimedia goals, policies and social norms is a plus.

To Apply: Please send a CV and cover letter to jobs@wikimedia.org, before May 31, 2009. Please put the position title (Project Manager-Strategic Plan) in your subject line. Applications that do not include a cover letter will not be considered. Please copy and paste the text of your CV into the e-mail, in addition to attaching the file. If you are not currently living in the San Francisco Bay Area, please make that clear in your cover letter.

30. Senior Grant Writer
Hesperian Foundation
Berkeley, CA
Full-time
www.hesperian.org

Hesperian, nonprofit publisher of Where There Is No Doctor and other resources for grassroots health programs worldwide, is looking for a Senior Grant Writer to lead our institutional fundraising efforts. Our publications address environmental health, worker health and safety, HIV/AIDS, women's health, midwifery, community mental health, women with disabilities, children with disabilities, health worker training, and dentistry.

Hesperian seeks a Senior Grant Writer to work closely with the Development Director to raise approximately \$1 million in foundation support. The Senior Grant Writer works as part of the fundraising team, focusing primarily on institutional sources of funding such as private foundations, international development agencies and government sources. Starting salary range \$45-50K DOE.

Responsibilities: Researching prospective funders * Keeping track of due dates and deadlines for proposals and reports, income received * Writing LOIs, concept papers, proposals and follow-ups that are tailored to each funder based on their interests, requirements, and preferred form/ style/ frequency of communication * Writing interim and final narrative reports per funder's requirements; working with the Business Manager to gather appropriate financial reports * Communicating with various departments at Hesperian to gather information about status, accomplishments, and challenges of each project for reporting and for developing funding prospects * Developing cultivation strategies, communicating with potential and current institutional funders * Arranging meetings with funders in concert with Development Director * Ensuring other forms of cultivation and communication with funders and potential funders are carried out * Meeting regularly with Development Director and Executive Director to review strategies and coordinate efforts * Participating in fundraising team meetings and overall fundraising strategy

development * Managing Grants--entering information into the database, maintaining and organizing files, tracking reporting requirements.

We seek a natural team member with a successful track record in proposal writing and editing, as well as in-person and phone solicitations with foundation staff and other funders. Qualifications: Bachelor's degree * 2-3 years of successful grant writing experience * Experience communicating with funders, foundation staff * Experience with Filemaker Pro or other fundraising databases * Experience being part of a fundraising team * Excellent writing, oral communication and interpersonal skills, with ability to work independently and as a team member * Demonstrated ability to identify and secure support from funding agencies * Ability to cultivate and sustain positive relationships with funders * Highly organized, detail-oriented, and able to meet tight deadlines in a fast-paced environment * Strong personal organization and initiative, with proven success at managing multiple deadlines * Enthusiasm for Hesperian's work, mission and philosophy * Excellent relational and communication skills (both oral and written) * Health or international development experience strongly preferred * Prior experience living and working overseas a plus * Calm under pressure * Sense of humor.

To Apply: Send a resume, cover letter, and a writing sample of a grant (2-3 pages only) to: The Hesperian Foundation, ATTN: Development Director Search, 1919 Addison St. Suite 304, Berkeley, CA 94704; Fax: (510) 845-9141; Email: jobsearch@hesperian.org. No calls, please. EOE/AA.

31. Operations Manager
The Global Film Initiative
San Francisco, CA
Full-time
www.globalfilm.org

The Global Film Initiative seeks a highly motivated, experienced individual to fill the position of Operations Manager in its San Francisco-based office.

Responsibilities include: Budget and accounting management (including revenue accounting) * Project and operations management (including film granting and acquisitions) * Public relations (including institutional and transactional relationships) * Administrative support to the Director of Programs and Board of Directors (including development). Generally speaking, you'll be working to help focus the organization toward some new goals, both in terms of film distribution, and development initiatives. You'll also be one of the people in charge of managing the "business" of what the Initiative does, which includes keeping track of how money is being spent, and how cost-benefit ratios can be improved. Most interestingly, you'll be working with film granting and acquisitions, and supporting senior administration as they work to streamline and refine a new vision for the organization. In other words, this is an opportunity to work both in arts management, and with the art that is being managed.

The ideal candidate for this position has a sense of humor. A tinge of irony. And a strong attention to detail, good management and organizational skills, and a fast-paced, high-intensity work ethic.

To Apply: Please send a resume, cover letter and writing sample to employment@globalfilm.org. The closing date for application is May 13th or until the position is filled. Only applicants invited for an interview will be contacted, because we're cold and heartless people.

32. Assistant Editor
San Francisco Symphony
San Francisco, CA
Full-time/Temporary
www.sfsymphony.org

The goal of the San Francisco Symphony's Publications Department is to weld a relationship to the music. We produce a program book, a source of education and of SFS news, as well as special projects such as the book American Mavericks and liner notes/translations for our series of Mahler recordings. The department is the repository of the Symphony's performance history from 1911 to the present and is establishing a permanent archives that will house print, photo, film documents, and recordings that tell the

story of the SFS.

The Assistant Editor provides backup support to the Publications Editor and Managing Editor. The AE is responsible for proofreading, writing, SFS performance history, and providing administrative support. This position reports directly to the Managing Editor. At this time, the length of this temporary assignment extends through August 2010, and the position is eligible for a minimal benefits package.

Responsibilities: Proofreads galleys for program book and other SFS publications. * Assists in maintaining SFS Performance History archives (Octaves, ASCAP awards, bound volumes, repertory lists). * Writes artist biographies, news items for program book, and in-house and subscriber e-newsletters. * Administrative functions including preparation of materials for program book. * Provides production / editorial assistance in Managing Editor's absence.

Qualifications: Two years editorial experience, preferably in periodical publishing, including writing experience. English degree preferred and strong knowledge of classical music required. Excellent proofreading and communication skills. Strong word processing and computer knowledge/capabilities, clerical, and organizational experience. Demonstrated ability to prioritize, multi-task, and operate under extreme deadline pressures. Excellent attitude and time-management skills. Ability to work with a diverse, creative group of people in a fast-paced environment.

To Apply: Please send a resume and a personalized cover letter to jobs@sfsymphony.org. Reference "Job Code: TEA" in your submission and in the subject line of your e-mail. NO PHONE CALLS PLEASE

VII. INTERNSHIPS

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1. Web Marketing & Research Volunteer Intern
International AIDS Society-USA of California
San Francisco, CA
Unpaid
iasusa.org

The mission of the International AIDS Society-USA is to improve the treatment, care, and quality of life of people with HIV disease through balanced, clinically relevant, innovative, and state-of-the-art education for physicians who are actively involved in HIV/AIDS care.

The intern will assist our Web Content Coordinator with marketing effort. Objective: Increase IAS-USA Web presence by performing online research of HIV/AIDS-related Web sites and communicating with Web site managers with the aim of persuading organizations to link their Web sites to iasusa.org. Duties: Developing a target list of relevant HIV/AIDS-related Web sites * Locating the contact information of Web site managers and content coordinators * Writing friendly, professional, and persuasive e-mail correspondence * Marketing the IAS-USA Web site using Web research and e-mail.

Minimum Qualifications: Strong written communication skills * Familiarity operating a PC, internet fluency * Strong research skills * Ability to work independently with minimal supervision * Attention to detail and accuracy * Effective organizational skills.

To Apply: Please submit resume, letter of interest, and 2 or 3 references to: Volunteer Internship, International AIDS Society-USA, 425 California Street, Suite 1450, San Francisco, CA 94104-2120, fax 415-544-9401, or email to info2009@iasusa.org. If sending via e-mail, please paste resume in body of e-mail. Attachments will not be opened. No calls please.

2. Marketing-Communications Intern
Bay Area Parent Leadership Action Network
Oakland, CA
Stipend
www.parentactionnet.org

The Bay Area Parent Leadership Action Network (PLAN) is a regional network of parent leaders and organizations working to build a social justice movement for families. PLAN is seeking a part time (15 to 25 hours per week) Marketing-Communication Intern to work in our downtown Oakland office. You will work directly with the Executive Director and program staff to assist several marketing and communications initiatives, including special events, internet and print media, grassroots outreach and materials distribution, and working with sponsors. The internship is unpaid and runs June-December 2009. Transportation reimbursed.

Duties: Assist Executive Director with PLAN's annual special recognition event, including coordinating host committee meetings, assisting with the development of the program, making solicitations, selling tickets, drafting program materials, arranging logistics, pitching media coverage, assisting with mailings, etc. * Compile and edit weekly electronic newsletter and write program highlights and updates for www.parentactionnet.org. * Assist Training Director with marketing and recruitment for PLAN's training programs, including PLAN to LEAD Training of Trainers and Parents Ready for School, including designing flyers and brochures and making recruitment calls. * Assist Leadership and Advocacy Coordinator in organizing community forums and actions to get parent input on the No Child Left Behind reauthorization, including press and legislative outreach. * Assist with reporting requirements for programs, including entering evaluation data into Excel.

Qualifications: This is a hands-on, multi-tasking internship that requires a self-directed, reliable individual with a wide variety of skills and a passion for social justice. * Excellent written and oral communication skills; proven writing and public speaking experience. * Computer skills, including Microsoft Office Suite and Adobe Graphics Suite. Web skills a plus. * Effective time and task management abilities; ability to work independently and part of a team. * Preferred: Fundraising, outreach, and public relations experience. Bilingual Spanish-English.

To Apply: Please email a resume, a cover letter, and at least one reference to Melia Franklin, Executive Director, at melia@parentactionnet.org. No phone calls, please! Deadline: May 26, 2009.

3. Marketing & Communications Intern
The Alliance for Biking and Walking
Telecommute
Paid

Alliance for Biking & Walking, a coalition of grassroots bicycle and pedestrian advocacy organizations across North America, is seeking an intern to help with our work to create, strengthen and unite the state and local advocacy movement. The Marketing & Communications Intern will have a unique opportunity to work firsthand with a national non-profit. Work includes helping develop a new photo contest program, communications work, web and print communications, coordinating mailings, creating marketing materials, outreach and research for Alliance publications, outreach to sponsor and partner groups, and securing images for Alliance publications. Tasks assigned will depend on your skill set and interests.

This is a virtual internship (meaning you work from home) offering a flexible schedule with a twenty-hour-a-week minimum commitment. The ideal candidate will be based in the San Francisco Bay Area and will be available for occasional in-person meetings. A modest stipend up to \$1,500 will be available. We are happy to work with any academic requirements you may have, to help you earn course credit for their efforts.

Skills and Knowledge to be Gained: Specific experience working with national non-profit * Hand-on work with grassroots advocacy organizations across North America * Opportunity to build your portfolio by creating great new communications pieces * Academic credit, by working with your academic institution's internship program.

Required: Excellent writing skills * Strong attention to detail * Competent and lucid verbal communication skills * Track record of working well on team projects * Cheerful, friendly, upbeat outlook. Helpful: Familiarity with biking and walking issues * Commitment to sustainable transportation * Familiarity with web 2.0 technologies including blogging, wikis, and social networking sites * Aptitude with digital design tools like Photoshop, InDesign, and Illustrator.

To Apply: Please send a letter of interest, resume, samples of work (writing and/or design) & references to Kristen@PeoplePoweredMovement.org. Applications due by May 15th. 2009.

4. Sportswriting Intern
Bleacher Report
San Francisco, CA
Paid
bleacherreport.com

Bleacher Report, a San Francisco-based sports Web site, is seeking a skilled, deadline-driven sportswriter to fill a summer internship out of our San Francisco office. From feature articles, to breaking news, to Top 10 lists that combine the worlds of sports and pop culture, we're looking for a seasoned writer who can run with a variety of assignments, and turnaround polished copy on tight deadlines. Previous sportswriting experience is a must, as is expansive knowledge of the sports world -- especially the ins and outs of California-based sports teams (including the Lakers, 49ers, Raiders, Warriors, A's, Giants, Dodgers, Angels, Sharks, Pac-10 football and basketball, etc). This a three month summer internship, with the potential to extend further into the year. The internship includes a stipend.

Qualifications: Able to commit 40 hours per week (9 a.m. - 5 p.m., Monday-Friday) * Able to commute to the Bleacher Report office in San Francisco five days a week * Sports buff (extensive knowledge of all major pro and college sports) * Extremely knowledgeable about California sports teams (from the Warriors' potential offseason moves to Pete Carroll's Twitter account, you know what's happening) * Published sportswriter (online or print) * Deadline-oriented * Great communicator * Familiar with the world of sports media, including mainstream media, the sports blogosphere, user-generated content, fan sites and message boards * Someone who knows how to craft compelling articles based on independent research and original ideas (rather than simply rehash what's being said on "PTI" or "Around the Horn") * Enjoys working with people who love to debate anything related to sports.

To Apply: Send resume and your best sportswriting clip to Assignment Desk Editor Rory Brown at rbrown@bleacherreport.com. Mark email "Sportswriting Internship." Top candidates will be contacted to take on a sample writing assignment.

5. Animation Production Intern
VIZ Media
San Francisco, CA
Unpaid

This candidate will assist our Animation Production department (Digital & Home Entertainment), which localizes content for television broadcast, DVD production, streaming and DTO. Responsibilities: General production support for Digital & Home Entertainment department * Archiving materials - electronic files, digi-beta tapes, burning DVDs and CDs * Logging video content * Assembling design materials for DVD production * Scanning & light Photoshop work, cleaning up line art. * Data entry and copying * Packaging, mailing and picking up materials * General office support including: photocopying, filing. This position is unpaid and available for college credit.

Candidates for this internship should have previous broadcast, film/video experience and/or an interest in pursuing a career as a project manager or producer. Required: Interest/Experience in television broadcast, DVD, streaming, and DTO production * Computer literate with Mac systems. Must have basic computer office skills including spreadsheet, database, word processing, CD burning, web browsing, downloading media, etc. * Experience with graphic and music applications (preferred): Photoshop, Illustrator and Protools * Proficient command of English grammar and spelling (proofing/copy editing skills preferable) * General knowledge of manga/anime helpful, but extensive knowledge is not needed * Dependable, Organized, Responsible, Detail-oriented * Must have strong organizational skills and pay close attention to detail * Must be able to lift up to 25 lbs. and work on his/her feet for long periods of time, when necessary * Applicants should live in or commute to the San Francisco Bay Area. * Applicants must be able to work legally in the United States. * All applicants must be currently enrolled at an accredited college, university, or graduate school. ONLY those who can work for credit will be considered. All

applicants must be able to work at least 12-20 hours/workweek between the hours of 10-5 each weekday (schedule TBD).

As part of a multi-media entertainment company, employees may be subjected to work-related content such as: sexually explicit images, nudity, and graphic violence. Applicants should be willing to work with this type of content. VIZ Media does not condone the viewing of this content where not work-related.

To Apply: viz.com/about/jobs/?id=37. Please send your resume and cover letter to jobs@viz.com. Please specify "Animation Production Intern" when applying. NO PHONE CALLS!!!

6. Social Media Intern
Blood Centers of the Pacific
San Francisco, CA
Paid

Blood Centers of the Pacific (BCP) is the Bay Area's blood center. It provides the link between people who donate blood and those who need this lifesaving gift. To encourage more people, especially those ages 16-35, to donate blood and to learn more about BCP, the organization is reaching out through Social Networking vehicles.

The Social Networking Intern will be responsible for expanding BCP's social networking outreach. This will include: Coordinating blog posts (2-3 per week) on our soon to be launched Blood Centers of the Pacific blog. * Monitoring relevant social media to keep the organization a part of the community "conversation." Look for opportunities to improve the donor experience. * Keeping BCP's Facebook page (primary) and MySpace page (secondary) up to date and connecting with donors via these vehicles. Being primarily responsible for organizing efforts of several other BCP employees to assure daily Tweets, Facebook updates and prompt and relevant response to online posts and questions from donors and prospective donors. * Working with donor recruitment to develop special events to parallel social networking efforts (i.e. "Tweetups") and to determine how social media can be useful in educating and encouraging donor participation. Compensation: \$10.50/hr.

To be considered you should be/have: Thorough knowledge and frequent use of social networking sites and tools * Excellent communications skills (written and verbal) * Ability to work independently as well as work with the members of BCP's team * Interest in volunteerism and nonprofits * Completed at least two years of college in a relevant field of study (journalism, communications, PR, marketing etc) -OR- prior communications or marketing work experience, internship and/or volunteer experience * Knowledge of Microsoft Office, Adobe, Internet and Web 2.0; if you haven't heard of Twitter or Facebook this probably isn't the gig for you.

To Apply: Submit resume and cover letter to: resumes@loodcenters.org or fax 415 749 6620. Job Code: INTERN. Please answer in your cover letter the following questions: Do you keep a blog or have you contributed to blogs? If so please send us a link. * What Bay Area nonprofit is doing a good job of using social media? What impresses you most about that organization's approach? * What do you like and hate most about the new Facebook layout? * What social media or technology tool could you not live without? Please include in your resume any relevant links, your Twitter username, your Flickr link, anything that will demonstrate your social media proficiency and approach. EOE/AA.

Media Alliance Jobfile Online

1904 Franklin Street, Suite 500 Oakland, CA 94612 : (510) 832-9000

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