

## **INTERNSHIP OPPORTUNITY**

### **Dill Pickle Club Publications Manager**

#### **Summary of Position:**

The Dill Pickle Club, a non-profit organization that produces programs and publications on history, culture and civics in Portland, seeks an intern to manage the organization's publishing projects.

#### **Job Duties:**

- Copy-edit and work with writers, artists and printers in the production of publications
- Develop a database to expand venues to sell publications
- Manage distribution of publications
- Maintain inventory of publications
- Ship, pack and track orders
- Other duties as assigned

#### **Benefits:**

- Excellent experience with growing non-profit organization
- Involvement in a variety of production and distribution responsibilities
- Be a part of a great team that works to document Portland's vibrant culture
- Free membership to the organization
- Letters of recommendation provided upon successful completion of internship
- College credit, if appropriate

#### **Qualifications:**

- Strong interest in mission of organization
- Strong written and interpersonal skills
- Basic understanding of self-publishing
- Computer experience
- Self-starter/ self-directed learner

#### **About the Dill Pickle Club**

The Dill Pickle Club organizes educational projects that help us understand the place in which we live. Through tours, public programs and publications, we create nontraditional and interactive learning environments where all forms of knowledge are valued and made readily accessible. Founded in 2009, we are a volunteer-run organization, with a shared belief in the vitality of community education and democracy.

Stipend: This is an unpaid Internship

Time Commitment: 2 months minimum – 6 months maximum

#### **To Apply**

E-mail resume and cover letter by September 1st to: [marc@dillpickleclub.com](mailto:marc@dillpickleclub.com) or send mail to:

The Dill Pickle Club  
519 SW 3rd Ave  
Suite 500-24  
Portland, OR 97209

No phone calls please!