

Site Name: Zondervan

Organization Description: Zondervan is a mission-driven and value-based company. Our organizational culture is uniquely centered on biblical principles. All our employees—from entry-level to leadership—are focused on and passionate about upholding the mission and shared values of this company.

Internship Roles & Responsibility: Interns in the Zondervan organization may be engaged, in part or in whole, in the following activities:

1. Content for MySpace webpage- bulletins, emails, comments, and profile
2. Content for Facebook-notes, emails, comments, and profile
3. Green(Environmental)Initiative
 - Research various ideas for convention and event centers
 - Prepare proposals for the various ideas and ways to implement
 - Contact various environmental agencies for research and statistics
 - Prepare various advertisements and informational emails to exhibitors, catering services, attendees, and speakers regarding initiative
 - Write various promotional materials and design signs to be hung around the convention center to advertise the Green Initiative
4. Write/Comment on Pastors blogs
 - Create blog entries to promote the event
 - Prepare instructions for pastor's on how to blog about our event
5. Zondervan Events and Calendars and Website
 - Compile events from across the company
 - Prepare a "Master Calendar" to be presented to Zondervan administration
 - Edit Zondervan website to add calendar events and descriptions
6. Meeting Notes
 - Take notes during bi-weekly meetings of important announcements and action points for follow-up
 - Type the meeting notes and send them to all invited attendees
7. Excel Workbooks
 - Prepare various worksheets compiling a range of data
 - Save data to be shared with staff
8. National Pastors Convention
 - Attend week long convention in San Diego
 - Volunteer at event and help coordinate onsite activities
9. Emails and Internet Communication
 - Reply to information requests from websites
 - Contact brochure requesters and find needed information and/or reply to concerns

Hours per Week: 15-20 hrs per week expected.

Compensation: Undetermined.

Website: www.zondervan.com

Contact: Submissions via <http://www3.zondervan.com/gatekeeper/apply/>