**Title: Editorial Intern**

**Company: Guerrero Media**

**Location: 825 W Chicago Avenue, Chicago, IL 60642**

Guerrero Media (<https://guerreromedia.com>), an executive communications and advancement firm located in West Town, is seeking an editorial intern.

**Responsibilities**

The editorial intern will be responsible for a variety of projects. Possible responsibilities include, but are not limited to, the following:

* Write, edit, and proofread content for the company’s in-house print publications, web content, event collateral, and social media posts across Guerrero’s brands
* Curate a social media library of “evergreen” posts that can be used by brand editors at any time
* Compile audio snippets from executive interviews into an audio/sound bite library
* Transcribe interviews

**Qualifications**

* Skilled in both written and verbal communication
* Detail oriented
* Self-motivated, with a documented ability to work independently under tight deadlines
* Proficient in Microsoft Office, WordPress, and social media platforms
* Currently pursuing a writing-related undergraduate or graduate degree; for undergraduates, sophomore standing or higher strongly recommended

**Additional Information**

The intern will work for ten hours a week. Internship start and end dates are flexible, though a minimum ten-week commitment is strongly encouraged. This position is unpaid, but the intern may receive college credit for the internship. Ongoing training and mentorship opportunities are available.

**Ready to Apply?**

Please send your résumé, a brief cover letter, and a writing sample to internships@guerreromedia.com. Applications are accepted on a rolling basis throughout the year.