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I. PRINT/PUBLISHING/WIRE

1. Proofreader
Image Comics
Berkeley, CA
Full Time

www.imagecomics.com

Image Comics is a comic book and graphic novel publisher founded in 1992 by a collective of best-selling artists. Image has since gone on to become one of the largest comics publishers in the United States. Image currently has five partners: Robert Kirkman, Erik Larsen, Todd McFarlane, Marc Silvestri and Jim Valentino. It consists of five major houses: Todd McFarlane Productions, Top Cow Productions, Shadowline, Skybound and Image Central. Image publishes comics and graphic novels in nearly every genre, sub-genre, and style imaginable. It offers science fiction, fantasy, romance, horror, crime fiction, historical fiction, humor and more by the finest artists and writers working in the medium today. Image Comics is looking to fill a full-time Proofreader position in our downtown Berkeley offices (located near the BART station). RESPONSIBILITIES: responsible for quickly and efficiently proofing at least 20 single issues, trade paperbacks, and hardcovers on a weekly basis / checking for a combination of established grammar rules, art mistakes, consistency with internal company guidelines, and consistency within the book itself / works closely with a small team of production artists / must be able to work on tight deadlines / responsible for light copyediting of marketing materials such as: book catalogs, press releases, and public-facing content as well as website content / must have a working knowledge of Microsoft Office and Google docs, understanding of InDesign and Photoshop a plus / Please note that this is not an editorial/acquisitions role.

Qualifications: 2-3 years experience in proofreading and/or copyediting or a related field preferred. This is a full-time, in-office position.

To Apply: Please send your resume with salary requirements to katsalazar@imagecomics.com

2. Publicity Assistant

Image Comics

Berkeley, CA

Full Time

www.imagecomics.com

Image Comics is a comic book and graphic novel publisher founded in 1992 by a collective of best-selling artists. Image has since gone on to become one of the largest comics publishers in the United States. Image currently has five partners: Robert Kirkman, Erik Larsen, Todd McFarlane, Marc Silvestri and Jim Valentino. It consists of five major houses: Todd McFarlane Productions, Top Cow Productions, Shadowline, Skybound and Image Central. Image publishes comics and graphic novels in nearly every genre, sub-genre, and style imaginable. It offers science fiction, fantasy, romance, horror, crime fiction, historical fiction, humor and more by the finest artists and writers working in the medium today. Image Comics is looking to fill a part-time Publicity Assistant position in our downtown Berkeley offices (located near the BART station). RESPONSIBILITIES: assists with maintaining and updating media databases / handles submissions for awards / responsible for mailing review copies and desk copy requests from universities / gathers and submits marketing content to Director of Operations for various trade shows and conventions / gathers and updates website data / assists with updating and maintaining social media accounts including Twitter, Facebook, Tumblr, Instagram / various other clerical duties as the need arises / must have a working knowledge of Microsoft Office and Google docs, understanding of InDesign and Photoshop a plus

Qualifications: 1-2 years experience in publicity, marketing, journalism, or a related field preferred.

To Apply: Please send your resume to katsalazar@imagecomics.com

3. Publisher

Cleis Press
Bay Area
PT/FT

www.start-media.com

Start Publishing is seeking a Publisher to acquire and publish both print and digital titles for its Cleis Press and Viva Editions imprints. RESPONSIBILITIES: Acquire and publish approximately 40 new titles per year, fiction and nonfiction / Oversee editorial and production calendars, editorial staff and freelance teams, to assure that deadlines are met and quality is exceptional / Develop new products based on industry and audience trends in both print and digital publishing / Work with marketing and publicity teams as well as executive level managers at Start Publishers in New York.

Qualifications: The ideal candidate will be enlightened and inclusive in creating books that speak to LGBTQ audiences, New Age communities, and fans of erotic romance. / He or she will have 7-10 years of experience in a similar role, in both print publishing and digital publishing, with a proven sales record of meeting revenue goals.

To Apply: Please send resume and salary requirements to Jarred Weisfeld at weisfeld@start-media.com

4. Grant Writer

Burning Man Project
San Francisco, CA
Full Time

www.nonprofitfacts.com

The Burning Man Project is seeking a Grant Writer. RESPONSIBILITIES: The Grant Writer supports fundraising efforts by researching and recommending grant opportunities matching our programmatic priorities, by writing and submitting grant proposals and by creating grant reports as required by funders. / Grant seeking / Researches individuals, foundations, public agencies, and corporations for preparing grant proposals, produces research reports and ensures that research is properly entered into donor database / Coordinates and assists the Director of Gratitude with special requests for program support.

Qualifications: Bachelor's Degree or higher / 5+ years experience with fundraising, grant writing and processing / 2+ years of project management experience / Knowledge of fundraising information sources, research techniques, grant writing, budgeting and reporting processes / Excellent oral and written communication skills and the ability to write clear, structured, articulate, and persuasive funding proposals. See full details at <http://www.idealists.org/view/job/JnCHF83wZ5P>

To Apply: Please visit the Burning Man Job Board to submit resume, cover letter, and short writing sample: <http://blackrockcity.theresumator.com/apply>

II. BROADCAST/FILM/PHOTOGRAPHY

5. News Producer

KGO-TV/ABC7
San Francisco, CA

Full Time

www.disneycareers.com

KGO-TV/ABC7, the ABC-owned television station in the San Francisco/Oakland/San Jose market is seeking a News Producer. RESPONSIBILITIES: Produce a dynamic daily newscast. We expect our producers to be leaders in the newsroom and to be engaged in all aspects of newscast production and newsgathering. We need detail-oriented producers who are able to juggle many tasks at once without sacrificing accuracy.

Qualifications: 1. Is a self-starter who pays close attention to the details and has good time-management skills. / 2. Understands ABC7 News' audience and organizes newscasts to appeal to that audience. / 3. Is a strong writer and is able to delegate writing to ensure efficient newscast production. / 4. Embraces the importance of digital and social media and is eager to integrate new media content. / 5. Actively participates in editorial planning by pitching stories and cultivating sources. / 6. Has a good eye for the visual elements in a newscast and is skilled at building graphics. / 7. Is experienced with non-linear video editing. / 8. Possesses a positive attitude and professional maturity. / 9. Ensures our broadcasts reflect the diversity of the Bay Area and meet standards for fairness, balance and accuracy. / 10. Executes the philosophical mission and strategic vision as determined and directed by News Management. / College degree and five years of newscast producing experience is preferred. The Company will consider for employment qualified applicants with criminal histories in a manner consistent with the San Francisco Fair Chance Ordinance. Non-Union position.

To Apply: Please send resume and cover letter to: www.disneycareers.com and search for Requisition ID #274262BR Newscast Producer (Non Union), KGO Television (ABC Owned Television Station).

6. Investigative News Producer

KGO-TV/ABC7

San Francisco, CA

Full Time

www.disneycareers.com

ABC7News/KGO-TV, the ABC owned-and-operated station in San Francisco, CA is looking for an experienced, dynamic Investigative Producer to join our established, award-winning I-Team. The producer must be able to take a story from start to finish: researching, interviewing, shooting, writing and video editing. RESPONSIBILITIES: Generating story leads and following tips / Researching, writing, producing and editing investigative reports / Responsible for long form reports as well as quick turns depending on the news cycle / Facilitating web extras and online presentation of investigative reports / Expertise in Social Media for all aspects of production and promotion / Perform undercover work and surveillance when necessary.

Qualifications: Ability to shoot and edit broadcast quality video for air / Willing to work non-traditional business days/hours and alter schedule on short notice / Solid understanding of journalistic ethics and libel laws / Working knowledge of federal, state and local laws as they relate to investigations and hidden cameras / Experience with hidden cameras and surveillance techniques / Strong computer assisted reporting (CAR) skills / Able to meet deadlines without sacrificing quality of work. Bachelor's degree in journalism or related field preferred. Minimum five years of experience in investigative reporting or producing preferred. Valid driver's license required. Union position

To Apply: Please send resume and web links for work samples to: www.disneycareers.com and search

for Requisition ID # 274553BR (Investigative Producer), ABC Owned Television Station (KGO-TV), create a candidate profile and upload your resume.

III. WEB/MULTIMEDIA

7. Web Editor

Lick-Wilmerding High School
San Francisco, CA
Full Time
www.lwhs.org

Lick-Wilmerding High School in San Francisco is a college preparatory, co-educational day school serving approximately 480 students from grades 9-12. We are seeking a Web Editor.

RESPONSIBILITIES: The Web Editor is part of the team that facilitates communications at Lick-Wilmerding High School. Using skills in content management in both print and online media, the Web Editor supports the design and production of communications. Responsibilities for this position include compiling and editing information, as well as photography and video production as appropriate.

Qualifications: Demonstrated excellence in verbal and written communication / Skills in facilitating multiple projects simultaneously / Established team player / Ability to learn quickly / Excellent attention to detail and a keen eye for design. Click on <http://www.idealists.org/view/job/DgGDTD5MJb3p> for details.

To Apply: Please visit www.lwhs.org/employment to apply for the position. Be sure to include a cover letter, résumé, and contact information for three references. No calls or faxes, please.

IV. DESIGN/GRAPHICS

8. Junior Digital Designer

Brilliant Earth
San Francisco, CA
Full Time
www.brilliantearth.com

Brilliant Earth is one of the fastest growing ecommerce jewelers in the world, and the leader in ethical origin fine jewelry. We are searching for bright and passionate people who are excited to make an impact from day one and grow with the company to take on greater responsibility over time.

RESPONSIBILITIES: The Junior Digital Designer will work closely with the Marketing team to design digital assets and elevate the brand message through visual communications online. The Digital Designer will execute final concepts according to strategic plans provided by the Marketing department.

Qualifications: Bachelor's degree in industry relevant area / Strong attention to detail and overall design aesthetic / Light image retouching capabilities. See full details at the link below.

To Apply: Respond to <https://brilliantearth.theresumator.com/apply/Qu8VV8/Junior-Digital-Designer.html?source=Idealist>

9. Art Director

Callisto Media
San Francisco, CA

Full Time

www.callistomedia.com

Callisto Media, a startup backed by one of the world's foremost venture capital firms, is seeking a talented full-time Art Director. This is an exciting opportunity to be a part of growing team of award-winning Designers at the forefront of a new publishing venture. RESPONSIBILITIES: Report to the Creative Director and collaborate closely with Design and Editorial colleagues / Create book designs to conform to company-defined objectives / Produce cover mechanicals and print-ready files / Manage the cover design process with freelance designers, illustrators, and art researchers / Create and adapt interior design templates, manage typesetters, and review composed pages / Adhere to demanding design schedules / Assist in e-book design and production / Provide support to Creative Director on additional production, design, and administrative tasks.

Qualifications: The ideal candidate will have proven experience creating book covers and interiors in both print and e-book formats, solid skills in managing freelancers, and an established track record in collaborating successfully with in-house editorial teams. / At least 3 years art direction experience / Proven experience in book design, preferably in Trade publishing / Strong conceptual thinking and design skills with great attention to detail / Extensive knowledge of typography and proper typesetting conventions / Excellent verbal, written, and interpersonal skills / Superior organizational skills with ability to multi-task, prioritize assignments, and meet tight deadlines / Ability to take initiative while also working collaboratively with Design and Editorial colleagues / Adaptability in a fast-paced and dynamic startup environment / Expert proficiency in Photoshop, Illustrator, and InDesign / Bachelor's degree in graphic design or equivalent education and experience. Callisto Media offers a competitive salary, full benefits, and a friendly working environment. This is a full-time, onsite position at our office in Berkeley, California. Please submit a resume, digital samples of your work or your online portfolio, salary requirements, and a cover letter describing why you are an ideal candidate. Preference given to applicants in the San Francisco Bay Area.

To Apply: Respond to careers@callistomedia.com

V. PR/COMMUNICATIONS/MARKETING/ADVERTISING

10. Communications Manager

Common Sense

San Francisco, CA

Full Time

www.commonsensemedia.org

Common Sense is the leading independent nonprofit organization dedicated to improving the lives of kids, families and schools by providing the information, education, and independent voice they need to thrive in a world of media and technology. We are seeking a talented Communications Manager to help strategize, execute, and support Common Sense's media relations campaigns across the organization's consumer, education, and research efforts. RESPONSIBILITIES: The Manager will report to the Senior Director of Communications and will work closely with the rest of the communications team, as well as key staff across all departments, to identify media angles on various activities within our consumer, education, and research teams and pitch potential stories to targeted outlets. The Manager will work closely with reporters, editors, producers, conference organizers and others, to secure positive and regular media coverage of Common Sense and its mission. / Develop and execute press strategies in support of Common Sense initiatives across all channels / Develop creative and compelling story ideas and pitch to appropriate target outlets. / Field incoming press inquiries and

coordinate interviews and appearances for spokespeople across departments. / Prepare spokespeople with message points and background information. / Write organizational press releases/blogs and work with senior management on public statements/appearances. / Develop a strategic speaker's bureau program (conferences, seminars, etc), including management of incoming speaking requests. / Recruit and manage department interns.

Qualifications: 5+ years of relevant experience working in media or public relations / Bachelor's degree in journalism, communications, public relations, or related field preferred. / Must have a strong editorial eye, be media-savvy, and love to pitch / Excellent writing skills / Familiarity with social media and its role in public relations / An ability to manage multiple tasks in a busy environment / Familiarity with technology, policy, parenting and education press and reporters a plus! THE X FACTOR -- YOU HAVE: Excellent people skills; you create rapport and inspire confidence / Outstanding organizational abilities, are resourceful and detail-oriented / An ability to work effectively as part of a team / A passion for the mission and goals of Common Sense! WHAT WE OFFER: The chance to work with talented, passionate professionals / Competitive health and welfare benefits, including medical, dental, vision, and a matching 401(k) plan / An organization that offers work/life balance / The opportunity to really make a difference in the lives of kids!

To Apply: For consideration, please submit your resume and cover letter. Please note "Communications Manager" in the subject line. Send to njgq-5043980902@job.craigslist.org

VI. NON-PROFIT

11. Communications & Cultural Coordinator

Grace Cathedral
San Francisco, CA
Full Time

www.gracecathedral.org

Grace Cathedral is seeking a Communications & Cultural Coordinator. RESPONSIBILITIES: Participates as a member of the Marketing and Communications team by implementing marketing and communications plans for events, programs and projects according to brand promise, guidelines and style guide. / Responsible for the creation and implementation of social media for Grace Cathedral and its programs according to program plans and liturgical calendars.

Qualifications: Position requires 40 hour per week commitment. Candidate will have an excellent understanding and utilization of digital media platforms, including websites, social media (e.g., Facebook and Twitter) and email. Candidate will possess excellent writing skills, experience in updating websites, the ability to edit and produce content for digital posting, experience with print production and collateral and the ability to record and report on Cathedral life. Ideal candidate will have an experience with event coordination for small and large, public and private events for the Cathedral's cultural audiences as well as its donors, friends and in some cases, its congregation. Click on this link for details <http://www.idealists.org/view/job/fnkHJB2c8HmD>

To Apply: Please complete the following screening form at https://docs.google.com/forms/d/1eQ_ThsvQA1br4ip-QHeMTWz5v8bSdxeyy8-6z0HyuI/viewform We will be contacting candidates who meet our criteria for resumes and additional information.

12. Social Marketing Manager

San Francisco AIDS Foundation

San Francisco, CA
Full Time
www.sfaf.org

The San Francisco AIDS Foundation is seeking a Social Marketing Manager. RESPONSIBILITIES: The Social Marketing Manager plans and implements marketing campaigns across a variety of channels including print, online, and social media that ensure the foundation consistently achieves desired health outcomes among target populations. This position is responsible for developing and managing public health campaigns, social media engagements, media planning and buying, special events, public & community relations and public forums, and grant writing. A successful candidate will have demonstrated experience launching campaigns that generate conversation and increase awareness of key issues.

Qualifications: Bachelor's degree and four years marketing or communications experience required. / Experience with public health marketing communications campaigns and new media strategies preferred. See full details at <http://www.idealists.org/view/job/PF64mfdffgnp>

To Apply: Please visit our careers page at: <http://www.sfaf.org/about-us/careers/>

13. Marketing Regional Director/Recruiter
International Student Volunteers
San Francisco, CA
Full Time
www.isvolunteers.org

International Student Volunteers is the world's largest volunteer and educational adventure travel program for students. We continue to significantly and positively change our world through meaningful, sustainable volunteer initiatives. We are looking for independent and enthusiastic people to join our team of campus recruitment and sales staff in specific regions all over North America, Europe, Australia and New Zealand. You should be able to work independently, excite a crowd, and be motivated to top the sales charts. There are full-time temporary and full-time permanent positions available for successful candidates. RESPONSIBILITIES: ISV's mission is to support sustainable development initiatives around the world through life-changing student volunteer and responsible adventure travel programs designed to positively change our world and to educate, inspire and result in more active global citizens. Details at the link below.

Qualifications: A sincere desire to positively change our world through sustainable volunteer initiatives / Self-motivated and independent people who like to travel / A long-term mindset (for those interested in the RD position). Go to <http://www.idealists.org/view/job/SGHHTZwJ5PbD> for details.

To Apply: If this job sounds perfect for you and you meet the recommended criteria, please email your resume to isv.marketing@isvolunteers.org We will then send you more information about the hiring process. Successful candidates are subject to a thorough background check. Personal and professional references required.

14. Marketing Coordinator
Jewish Vocational Service
San Francisco, CA
Full Time

www.jvs.org

Founded in 1973, Jewish Vocational Service (JVS) transforms lives by helping people build skills and find jobs to achieve self-sufficiency. JVS is a non-sectarian, not-for-profit organization. We seek a Marketing Coordinator. RESPONSIBILITIES: You will work as part of the Development team to: Innovatively implement the organization's overall branding and messaging goals through multiple marketing channels / Reinforce JVS's thought leadership in fighting poverty through helping people build skills and find work / Promote JVS within diverse communities and audiences / Build and maintain JVS's online communities / Provide project management, writing and light technical communications support to the entire agency.

Qualifications: A passion for the JVS mission, and: Marketing generalist skills, including excellent written and oral communication / Demonstrated experience producing and managing communications / Demonstrated ability to tell stories and produce content for Facebook, LinkedIn and Twitter with creative and innovative marketing strategies / Broad Technical Skills: CMS, including Wordpress; Constant Contact or other email marketing platform; Internet research capabilities / Computer proficiency in MS Office Suite (Excel, PowerPoint, Word) or similar programs / Ability to management multiple projects in a very fast-paced, performance-oriented environment / A minimum of 2 years' experience in marketing and communications. It would also be great if you have: Familiarity with HTML and Adobe CS, including Photoshop, InDesign and Illustrator / Experience with Google Analytics, AdWords and SEO/SEM. Who will be your teammates? Reports to: Assistant Director, Development and Communications / Collaborates with: JVS staff, clients, volunteers and the JVS Communications Committee. This is a full-time (35 hours perweek), non-exempt position with benefits. Benefits include, but are not limited to: medical, dental and vision care, retirement plan; vacation (four weeks), sick leave, as well as most federal and Jewish holidays.

To Apply: Please email cover letter and resume using Marketing Coordinator in the subject line. We will not consider applicants who don't submit a cover letter. Principals only, no phone calls, please. JVS is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender identity, gender expression, sexual orientation, age, national origin or disabilities. Please let us know if you need accommodations for the interview process. For more information about the agency, and a full job description for this position, please visit our website at <http://www.jvs.org>

15. Communications Coordinator

GRID Alternatives

Oakland, CA

Full Time

www.gridalternatives.org

GRID Alternatives is a rapidly growing national non-profit organization that makes renewable energy technology and training available to underserved communities. We are looking for a communications coordinator to help manage communications for an increasing number of national corporate sponsorships. RESPONSIBILITIES: Track and work with HQ and regional teams to execute all communications deliverables in national corporate partnership agreements, including co-marketing, PR, case studies, newsletter and social media mentions, jobsite branding, and speaking opportunities. / Work proactively with regional offices to identify opportunities to acknowledge organization-wide corporate sponsors and gather material for sponsor deliverables. Details below.

Qualifications: Minimum 2 years of experience or equivalent degree in communications or marketing. / Excellent oral and written communications skills. / Strong organizational and project management skills, including ability to create and use shared tracking systems for partner deliverables.

To Apply: Click on this link for details <http://www.gridalternatives.org/current-job-openings?gnk=job&gni=8a3218144d086a4d014d6fb381484450&gns=CareerBuilder> and follow the links to "Apply for this Position" and submit your COVER LETTER and RESUME as pdf attachments. Incomplete applications will not be considered. Please DO NOT e-mail, mail, or fax your resume. NO PHONE CALLS OR EMAIL INQUIRIES PLEASE.

16. Marketing Manager

Playworks
Oakland, CA
Full Time
www.playworks.org

Playworks is the leading national nonprofit leveraging the power of play to transform children's physical and emotional health. Playworks currently serves more than 900 schools in 23 U.S. cities, and reaches more than half of a million students directly and through professional training services. Playworks is looking for a creative, energetic, and detail-oriented Marketing Manager to implement strategies for successfully engaging key audience segments including influencers, decision-makers, donors, and partners. RESPONSIBILITIES: This role will support the efforts of the Director of Marketing and Communications and work collaboratively with marketing team members to support and drive Playworks financial and organizational objectives including growing the business by inspiring more schools to adopt Playworks services, driving individual donor acquisition and retention, and creating action-driving consumer engagement for broad adoption of Powered by Playworks.

Qualifications: Bachelor's degree and a minimum of four years of professional marketing experience / Superior writing, editing, proofreading, and verbal communication skills. Full details below.

To Apply: Apply online at www.playworks.org or Respond to https://playworkseducation-openhire.silkroad.com/epostings/index.cfm?bylocation=NULL&byCat=NULL&bycountry=0&company_id=17080&tosearch=yes&fuseaction=app.jobinfo&source=ONLINE&version=1&byBusinessUnit=3&bystate=0&jobid=107&JobOwner=992562&byRegion=NULL You must submit an attached resume, cover letter and writing samples to be considered for review.

17. Digital Marketing Manager

Kiva
San Francisco, CA
Full Time
www.kiva.org

Kiva is the world's first personal micro-lending marketplace with a mission to connect people through lending to alleviate poverty. We are seeking a Digital Marketing Manager. RESPONSIBILITIES: The Digital Marketing Manager must be both strategic and tactical in identifying and leveraging the most compelling aspects of the Kiva model to increase demand and drive engagement throughout the user funnel.

Qualifications: 4-6 years digital marketing experience, including online marketing, email marketing, and/or online advertising. Experience in conversion rate optimization and user lifecycle management preferred. Click on this link for details <http://www.idealists.org/view/job/kJptnNhbBxjd>

To Apply: Please visit <http://www.kiva.org/careers> to apply. All applications should be submitted by June 1. Include resume and brief cover letter explaining why you are interested and qualified. Be prepared to provide samples of prior work should you be contacted for an interview. Due to the high numbers of applicants for this position, we regret that we can only respond to candidates that we would like to interview. Relocation is not offered for this position. No telecommuting.

18. Communications & Community Engagement Coordinator

SOMArts

San Francisco, CA

PT/Temp

www.somarts.org

The mission of SOMArts is to promote and nurture art on the community level, and to foster an appreciation of and respect for all cultures. Founded in 1979, SOMArts embraces the entire spectrum of arts practice and cultural identity, and it is beloved in San Francisco as a truly multicultural, community-built space where cutting-edge events and counterculture commingle with traditional art forms. SOMArts (South of Market Arts, Resources, Technology, and Services) is an independent nonprofit that operates the South of Market Cultural Center, part of a network of six cultural centers in San Francisco which includes Bayview Opera House, the African American Arts & Culture Complex, Asian Pacific Islander Cultural Center, Queer Cultural Center and Mission Cultural Center for Latino Arts. SOMArts is beloved in San Francisco as a cross-cultural, community-built space where cutting-edge events and counterculture commingle with traditional art forms in a way that is open, engaging and inspiring. It is an incubator for ideas that lie outside the mainstream of contemporary art funding and consumption. Our mission: SOMArts cultivates access to the arts within the Bay Area by collaborating with community-focused artists and organizations. Together, we engage the power of the arts to provoke just and fair inclusion, cultural respect, and civic participation. We seek a Communications & Community Engagement Coordinator. RESPONSIBILITIES: The Communications Coordinator is responsible for implementing internal and external communications strategies designed to build public awareness of SOMArts, facilitate community engagement, and involve people in SOMArts programs. Internal communications oversight includes Salesforce data entry, and collection/analysis of impact measurements. Public Relations - Working collaboratively with key staff, coordinate ongoing local and national publicity effort / Write and distribute press releases and media advisories for exhibition programs, ·Cultivate media relationships and work with Interim Executive Director and program directors to pitch feature stories, reviews, and other media coverage to mass media and target markets / Archive media coverage. Marketing - Oversee the development, production and distribution of marketing materials, including postcards for 3 exhibitions, and one season print piece / Write and edit marketing content / Manage SOMArts' online presence, including website and other information portals / Work with interns and staff to ensure that the website is current and major projects are highlighted / Ensure that online content is relevant and up to date / Implement targeted marketing and program outreach / Working with key staff, develop infrastructure to measure online engagement and create opportunities for arts learning and community building through new media, virtual participation and curated content. Constituency Development of Front of House & Box Office –Participate actively in the planning of SOMArts events with SOMArts P/T Box Office Manager to ensure alignment between programming and constituency development strategies, and assist in front of house staffing for mandatory events listed above / Understand and oversee participant

surveys, and marketing functions / Monitor ticket sales and adjust outreach as needed. / 25hrs/wk, during business hours M–F, 9am–6pm with some flexibility possible. Some mandatory evenings and weekends, including assistance during large events as follows: SOMArts SOULstice Party, June 20, 12pm–9pm / Making a Scene Opening Reception, July 9, 12pm–9pm / Night Light: Multimedia Garden Party, July 18, 5pm–1am / TSFF & SOMArts Murphy & Cadogan Contemporary Art Awards Exhibition, September 3, 4pm–10pm / Dia de los Muertos Exhibition Opening, October 9, 12pm–9pm / Dia de los Muertos Exhibition Closing, November 7, 12pm–9pm.

Qualifications: Minimum of 1-2 years experience working in a professional marketing and public relations environment / Experience working with a designer in the creation of graphic design for web and print / Impeccable written communications skills / Strong organizational skills and the ability interact positively and professionally with staff and constituents and to perform job duties while in stressful situations / Ability to manage multiple projects simultaneously, create and adhere to timelines, and to complete tasks thoroughly and efficiently / Available to work a flex schedule that includes evening and weekend hours during mandatory events / Willing to actively promote and work alongside of contemporary works of art and performances that present challenging and provocative subject matter. DESIRED: Basic knowledge of HTML, Adobe Creative Suite, MailChimp, Salesforce. / Familiarity with San Francisco arts and culture landscape. PHYSICAL DEMANDS: Receive, process, and maintain information through oral and written communications effectively / Substantial physical movements (motions) of the wrists, hands, and/or fingers. / Ability to extend hand(s) and arm(s) in any direction with good eye and hand coordination / Lift, move, and carry up to 20 pounds on occasion.

To Apply: Send a cover letter, resume, and work samples to hr@somarts.org Attn: Jess Young, Interim Executive Director. Subject: [YOUR LAST NAME], Communications Coordinator. Position open until filled. Please submit 1-3 work samples including at least one press release or similar writing sample, and one graphic design for web or print (season mailer, postcard, or other) that you have overseen. Examples of online content are encouraged. Please submit your work samples as URLs or pdfs. Applications without work samples will not be reviewed. Please, no phone calls or faxes. Due to the volume of applications and our limited resources, we will respond only to applicants we intend to interview. If you receive our automated thank you, we have received your resume and there is no need to follow up.

19. Associate Editors (Cross Journal)

PLOS

San Francisco, CA

Temp

www.plos.org

PLOS (Public Library of Science) is a nonprofit Open Access publisher, innovator and advocacy organization dedicated to accelerating progress in science and medicine by leading a transformation in research communication. We are currently looking for two talented Associate Editors to join the PLOS journals' editorial team in our Cambridge, UK office or San Francisco, US office on a temporary basis for a period of up to one year. The Associate Editors will work across the suite of PLOS journals with a focus on either PLOS ONE, PLOS Biology and/or PLOS Medicine. These Associate Editors will be involved in a wide array of editorial matters. RESPONSIBILITIES: Handle a proportion of research manuscripts submitted to the journal from submission through peer review and publication, including presenting manuscripts to editorial team, interacting with reviewers and academic editors around manuscript assessment and review, making decisions on manuscripts and communicating with authors. / Writing and editing lay summaries, blog posts, press releases, and other related materials.

Click on the link below for full details.

Qualifications: Advanced (PhD, MD, or equivalent) degree with proven experience in equivalent research or clinical experience in a relevant biomedical field / Excellent written and oral communication skills / A keen eye for detail, and outstanding organizational skills / Ability to work collaboratively, and in response to firm deadlines / A strong interest in scientific and medical publishing and open access.

To Apply: Respond to <https://www.plos.org/careers/> and scroll down the page for Associate Editors details.

20. Associate Editors (PLOS Medicine)

PLOS
San Francisco, CA
FT/PT
www.plos.org

PLOS (Public Library of Science) is a nonprofit Open Access publisher, innovator and advocacy organization dedicated to accelerating progress in science and medicine by leading a transformation in research communication. We are currently looking for a talented Associate Editor to join our team in a temporary role due to last from six to nine months in our San Francisco, US or Cambridge, UK offices. This role is a maternity cover and may be extended beyond the period described depending on organization needs. As an integral member of the editorial team running an open-access international medical journal, the post-holder will be responsible for assessing research manuscripts, handling peer reviews, commissioning articles and contributing to other parts of the journal – as well as to PLOS as a whole. RESPONSIBILITIES: Handling a proportion of research manuscripts submitted to the journal / Being involved with editorial writing, press releases, editors' summaries and other related materials / Participating in the daily running of the journal, including the Magazine section.

Qualifications: MD or equivalent medical degree or PhD in a relevant biomedical field / Post-graduate experience is desirable but not essential / Excellent written and oral communication skills / A keen eye for detail, and outstanding organizational skills / Ability to work collaboratively, and in response to firm deadlines / A strong interest in scientific and medical publishing and open access.

To Apply: Respond to <https://www.plos.org/careers/> and scroll down the page for Associate Editors details.

21. Editorial Manager

PLOS
San Francisco, CA
Full Time
www.plos.org

PLOS (Public Library of Science) is a nonprofit Open Access publisher, innovator and advocacy organization dedicated to accelerating progress in science and medicine by leading a transformation in research communication. We are currently looking for a talented Editorial Manager to join our journals within our San Francisco office. Relocation support will be provided if applicable. RESPONSIBILITIES: The Editorial Manager line manages staff, and is a principal point of contact for the journal for other departments internally and for external contacts relevant to that publication. The

Editorial Manager is also required to work on cross-journal projects and provide some cross-journal management support. Full details at the link below.

Qualifications: College graduate preferred. / 4+ years' experience in STM Journals publishing within editorial group. / Previous experience and aptitude for the management and supervision of staff. / Strong collaboration skills and ability to achieve consensus.

To Apply: Respond to <https://www.plos.org/careers/> and scroll down the page for Editorial Manager details.

22. Executive Editor

PLOS
San Francisco, CA
Full Time
www.plos.org

PLOS (Public Library of Science) is a nonprofit Open Access publisher, innovator and advocacy organization dedicated to accelerating progress in science and medicine by leading a transformation in research communication. We are seeking an Executive Editor. RESPONSIBILITIES: Reporting to the Chief Executive Officer (CEO), the Executive Editor has overall responsibility for the editorial and content direction and vision of PLOS journals and has overall management responsibility for an experienced group of highly motivated and collaborative senior editorial staff for all PLOS titles and editorial outputs. The Executive Editor will be a key leader of PLOS continued innovation to enable transparent, collaborative and barrier-free scientific communication.

Qualifications: 12+ years of progressively responsible editorial leadership roles in STM journal publishing with a minimum of 6 years in a leadership capacity / Experience with medium to large journal publisher operations. / Previous research, field science or clinical experience desirable

To Apply: Respond to <https://www.plos.org/careers/> and scroll down the page for Executive Editor details.

23. Publications Assistant

PLOS
San Francisco, CA
Full Time
www.plos.org

PLOS (Public Library of Science) is a nonprofit Open Access publisher, innovator and advocacy organization dedicated to accelerating progress in science and medicine by leading a transformation in research communication. We have a vacancy for a Publications Assistant in our San Francisco office to join the Publishing Services team. RESPONSIBILITIES: Key tasks include providing a professional service to authors and reviewers, assisting them with the submission system and supporting the editors working for the journal. Applicants should have good IT skills and experience with online systems or databases would be an advantage.

Qualifications: The ideal candidate will be a confident and highly organized self-starter with first class communication and problem solving skills. Previous experience working in a fast paced environment is valuable. The successful candidate will be a team player, organized and conscientious with good

attention to detail and the ability to manage their own workload and meet competing deadlines. Evidence of experience or interest in science, science publishing, and/or open access is advantageous.

To Apply: Respond to <https://www.plos.org/careers/> and scroll down the page for Publications Assistant details.

VII. INTERNSHIPS

1. Communications & Marketing Intern

Tides

Oakland, CA

Part Time

www.tides.org

Tides is a social change platform that accelerates positive, progressive impact in the world. Tides works with individuals, foundations, activists, corporations, governments and social innovators across the country and around the globe to promote shared prosperity, equality, high quality education, a sustainable environment, and healthy individuals, families and communities. Tides Internships provide a learning opportunity for people interested in the nonprofit sector, fiscal sponsorship, philanthropic services and/or nonprofit real estate. The position is a blend of hands-on day-to-day operations, project delivery over the term and learning experiences with Tides' staff and community. Tides interns get: A completed project to discuss with future employers. / Opportunities to meet with Tides' staff for informational interviews. / Hands-on operational experience. / Thorough orientation of Tides and an introduction to the nonprofit sector. / Present the completed project to staff. / Attend relevant staff meetings and functions. RESPONSIBILITIES: This intern will support Tides' marketing and communications efforts. The intern will assist Tides as we navigate the early stages of developing and rolling out a completely new cross organization marketing initiative. Additionally, the position will develop and deliver rich content for Tides' Web Site, blog, client communications and social media during the term. This internship is a non-exempt position. Pay is \$15 an hour at 30-40 hours a week. The internship starts mid-June and ends in late August/early September. The intern's responsibilities may include all or some of the following: Assist with the preliminary step of redoing our website including: researching web design and development firms, helping with a website needs assessment, contributing to a website RFP / Writing for the monthly eNewsletter / Develop a press release format and write press releases for new Tides clients / Creating new marketing pieces for Strategic Partnerships / Assist with social media / Build/clean the communications database / Superb writing skills / Graphics design skills.

Qualifications: The ideal candidate has a strong interest in online marketing/communications and social media with the ability to deliver on projects. The successful candidate will work efficiently and with a positive attitude in an environment that requires adaptability to shifting priorities. The candidate will also have a passion for supporting organizations with a social purpose. / Bachelor's or graduate degree in-progress or recently completed, with a focus in communications related fields strongly preferred. / Experience building social networking communities (even for personal use) a plus. / Demonstrated commitment to meeting the needs of internal and external clients. / Strong ability to cooperate and work collaboratively toward solutions. / Proficiency with major social media platforms (such as Twitter, Facebook, LinkedIn). / Ability to develop and analyze website metrics. / Proficiency with MS Office suite of products. / Knowledge of HTML and TYPO3 is a plus. / Knowledge of Vertical Response is a plus. / Knowledge of Adobe Photoshop, Illustrator, and InDesign a plus.

To Apply: Only candidates who meet the above-stated qualifications will be considered. Your resume

MUST INCLUDE A COVER LETTER EXPRESSING YOUR INTEREST IN WORKING TO SUPPORT TIDES AND WHY YOU ARE QUALIFIED FOR THIS JOB. Please submit your application to settlin@tides.org

2. Website Merchandising Intern

Brilliant Earth

San Francisco, CA

Part Time

www.brilliantearth.com

Brilliant Earth is one of the fastest growing ecommerce jewelers in the world, and the leader in ethical origin fine jewelry. We are seeking a Website Merchandising Intern. RESPONSIBILITIES: The Website Merchandising Intern supports the management of our online product catalog and product website assets. Ideal candidates will have knowledge and interest in photography, photography editing programs and copy writing, and thrive in a fast-paced startup environment. Join our team of committed problem solvers who are passionate about ensuring that every Brilliant Earth purchase meets the highest standards of quality and craftsmanship.

Qualifications: Interest in photography / Highly organized with focus on execution, problem solving and improving processes / Exceptional time management skills and accountability. Details below.

To Apply: Respond to <https://brilliantearth.theresumator.com/apply/gjt3s8/Website-Merchandising-Intern.html?source=Idealist>

3. Media & Communications Intern

Death Penalty Focus

San Francisco, CA

Part Time

www.deathpenalty.org

Founded in 1988, Death Penalty Focus is 501(c)(3) advocacy organization committed to ending the death penalty through public education, grassroots organizing, political advocacy, media outreach, and domestic and international coalition building. We believe that the death penalty is an ineffective, cruel, and simplistic response to the serious and complex problem of violent crime. It institutionalizes discrimination against the poor and people of color, diverts attention and financial resources away from preventative measures that would actually increase public safety, risks the execution of innocent people, and does not deter crime. Death Penalty Focus has several active volunteer chapters in California and more than 80,000 supporters worldwide. DPF is seeking a summer intern who is fluent in Spanish to assist with media and communications at our headquarters in downtown San Francisco. RESPONSIBILITIES: The intern will work with the Communications Manager to create press releases and media alerts in Spanish, reach out to Spanish media, and help with social media in both English and Spanish. The intern will also have the opportunity to generate content for our quarterly newsletter and blog, in addition to other projects that may be assigned.

Qualifications: Minimum two-month commitment, with at least 10 hours per week in the office. / Undergraduate or graduate student. / Familiarity with Microsoft Office (Excel, Word, and Outlook) and Google Apps. / Interest in ending the death penalty. / Fluent in Spanish. Preferred Qualifications: Academic background in journalism or public relations. / Strong written and verbal communication skills.

To Apply: Please email leslie@deathpenalty.org with the following attached in either Word or PDF format: A resume that highlights your relevant skills and experience, a cover letter that explains your background and what you hope to gain through this internship, and a short writing sample that demonstrates your interest and/or writing skills. Subject line should include your name and the words "summer internship." No phone calls please.

4. Digital Media Intern
Bioneers
San Francisco, CA
Part Time
www.bioneers.org

Are you interested in amplifying the voices of change makers and building community around solutions for a more just and sustainable world? Bioneers is seeking an enthusiastic and tech-savvy intern to support our media outreach and communications program. This position is perfect for someone looking to gain experience in the fields of communications, marketing, public relations and social media strategy. We are seeking a Digital Media Intern. RESPONSIBILITIES: Social Media Outreach: Support our digital communications, content creation and weekly reporting with an opportunity to take the lead on Instagram campaigns and contests / Press Relations: Research and do outreach to traditional and online publications, coordinate press interviews and track media coverage / Digital Media Archiving: Sort and categorize audio and video content, optimize our YouTube and SoundCloud channels.

Qualifications: An interest in environmental justice, food justice, social justice, indigenous rights or women's leadership is preferred. Bioneers communications interns possess strong computer, research and writing skills and must have excellent attention to detail. Follow this link for full details <http://www.idealists.org/view/internship/33HB2nPJSHSP>

To Apply: Please submit the following to dorothee@bioneers.org with the subject line: Bioneers Digital Media Internship - A cover letter indicating your relevant experience and interests, what experience/skills you hope to gain during your internship, your available dates, and number of hours per week you wish to work; A current resume highlighting your experience and/or coursework relevant to the position; A brief writing sample, preferably online content; Links to any relevant social media profiles: Facebook, Twitter, Instagram, etc.