



Trenton Trib, LLC
PO Box 213
Trenton, MI. 48483
734-676-0850
www.trentontrib.com
info@trentontrib.com

Trenton Trib
Intern- 1-10 hours week

Salary:

Unpaid position done for school credit or work experience purposes. Potential of commissioned position or paid contractor position once six month evaluation is completed.

Duties:

Work will include developing new business for the Trenton Trib newspaper under direction of Trib staff members as well as learning the newspaper business. An ability to take direction and complete all tasks by the stated deadline is essential. All advertising contents are the property of the Trenton Trib and must not be shared with any other individuals or organizations

In return intern will participate in:
1 Hour weekly sales meeting Thursday's at 2pm.

Work at own pace/hours

At least one day a week learn:

- Sales training including outside and telemarketing calls with experienced sales staff
- Quickbooks training
- Graphic design training
- Content writing
- Website training
- Photos
- Deliveries
- Special projects/Management procedures, budgeting, planning, collection process, ect.

Must sign waiver of Non-compete/Confidentiality
SS# _____