Company Description: Irie Jam Media Group established June 1992 has achieved consistent growth over the 22 years of its existence. Irie Jam Media Group is a media powerhouse incorporating Radio, Events, Grassroots marketing for relaying information. Irie Jam reaches over 15 million listeners in major New York Burroughs including Bronx, Brooklyn, Manhattan, Queens, and Staten Island. The Caribbean radio format has an enormous increase from the mainstream Non-Caribbean market as the popularity of the music and culture are at the highest.

Internship Title: Office Administrative support

Job responsibilities: Provide administrative support to office operations, including some or all of the following tasks:

- Answering phones
- Data entry
- Coordinate, create, or update project communications including updating and compiling print materials for events
- Research as assigned
- Follow up

Qualifications:

- Accredited program or be willing to volunteer
- Time Commitment: 10-20 hrs/wk
- Self-motivation and ability to work independently
- To start Feb 29, 2016

Educational Benefits:

Candidates will learn about key business operations in the media field. They will gain understanding of the functions, goals, and workings of the media field.

If interested, please submit in one e-mail a cover letter, resume to:

Mrs. Syntyche Clarke, Executive Vice President

At SCLARKE@IRIEJAM.COM

NO phone calls please.