

Research and Communications Assistant/Intern (Part-Time, Temporary)

Lexicon & Line LLC, www.lexiconandline.com

Ogden, UT

WHO WE ARE:

Lexicon & Line LLC, a research and communications company based in Ogden, UT, was born from a passion for helping government agencies, non-profits, and businesses to better connect with those that they serve. At the heart of it, we have a simple goal of using research and communications to better connect with audiences of all kinds, whether that audience is a group of employees, a community's citizens, an organization's members, a student population, or your customer base. Solid data and information feeds greater understanding, and greater understanding always leads to greater connection. Lexicon and Line exists to find and foster that connection.

JOB DESCRIPTION:

The Research and Communications Assistant will be responsible for assisting with immediate (November/December) project-related research tasks, primarily focused on data logging and entry, copy editing, and data presentation work. Secondly, communications/social media tasks may be assigned.

WHAT YOU CAN EXPECT TO LEARN/BE EXPOSED TO:

The work will provide a great insider's view of social sciences research and marketing research, data analysis, project management, and technical communications. We welcome assistants/interns coming in with solid goals for skills they would like to learn or test.

RESPONSIBILITIES:

- Assisting with data collection tasks such as logging completing surveys and coding qualitative responses
- Copy writing and Copy editing of data reports, web content, and other documentation
- Data presentation work through use of MS Excel and online data collection tools
- Communications and Social Media work related to competitor research, social media strategy, and content research
- Based on the skills and abilities of the chosen intern, more advanced writing, editing, and data analysis responsibilities will be provided. We are not at all intimidated by brilliant, ambitious part-time staff – show us what you do well (and what your professional passions are) and we will do our best to give you room to stretch your wings.

WE'RE LOOKING FOR AN INTERN/ASSISTANT WHO

- Is curious, meticulous, hungry to learn, and ready to take on any challenge or task that might arise.
- Has solid writing/communications skills, research and critical thinking skills, and organizational skills. Qualitative and quantitative analysis skills are a plus.
- Is a collegiate junior, seniors, or graduate student majoring in psychology, communications, marketing, English, or Integrated Studies. Ambitious underclassman may also apply.

SCHEDULE AND COMPENSATION:

- Roughly 10 hours per week through November and December. Work can be done at your convenience 50% of the time. Work will continue onward past December as needed on a part-time basis.
- \$12-\$15/hour depending on qualifications.
- Work to begin ASAP and will run solidly through mid-December.

TO APPLY:

Send your cover letter, resume, and three work/education-related references to Mary Johnstun at mary@lexiconandline.com. In lieu of applicable work experience, provide information on related collegiate projects/course work.