



## Internship Opportunity: Communications Intern

“Learn the ins and outs of the green non-profit field. Apply for a communications internship with the Environmental Nature Center and learn the foundations of effective communications on a small budget. Interns will have an opportunity to enjoy 3 acres of trails nestled behind our office.”

**Position:** Communications Intern (up to 20 hours/week with flexible work schedule)

**Pay Rate:** Unpaid, class credit with school approval.

### **DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Assisting with social media (facebook, twitter, Instagram, etc.)
- Updating and maintaining media lists, contacting media
- Writing press releases, media alerts
- Assisting with email marketing
- Authoring weekly blog articles.
- Video production if qualified
- Graphic design if qualified
- Assembling a press kit
- Database management
- Research
- Also expected to perform basic office duties

**REQUIREMENTS:** College-level coursework in marketing, communications, public relations, or Journalism. Enthusiastic. Good writing skills. Comfortable talking on the phone and in person.

Skill in: the use of a personal computer and current office software applications.

Ability to: communicate effectively both orally and in writing in English. Public speaking skills helpful.

### **SPECIAL REQUIREMENTS**

Must possess and retain a valid California Class C Driver's License (Special consideration for public transportation must be received during initial application process). Although rare, must be willing and able to work evenings, weekends, and holidays as needed.

### **APPLICATION AND SELECTION INFORMATION**

Resumes may be submitted via email: [lori@encenter.org](mailto:lori@encenter.org). For additional information, please call Lori at (949) 645-8489 ext. 103. Recruitment is ongoing.

The Environmental Nature center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview.

The Environmental Nature Center is an equal opportunity employer.