



Watershed Management Group

Position Description

Position Title: Multimedia Marketing & Communications Intern

Supervisor: Jamie Manser, Public Relations Manager

Status: Internship, part-time

Hours: 10 hours/week

Benefits: Alternative transportation benefits, free admission into Field Studies classes

Summary:

Watershed Management Group's Public Relations Manager is seeking an intern who is interested in utilizing their multi-media skills to help promote WMG's water and environmental conservation mission. The main crux of this internship is assisting with a wide variety of tasks ranging from assisting with WMG's website and social media, marketing materials, and special events. The ideal candidate will have a background in writing, editing, photography and video, along with social media skills. A passion for environmental work is a huge plus, as is being bilingual in Spanish. (Spanish-speaking is not required.)

Duties & Responsibilities:

- Assistance with promoting Watershed Management Group's events & initiatives via emails, website, social media, and other outlets as relevant
- Writing about WMG's events & initiatives for web, email, newsletters, annual reports
- Assist with major events
- Assistance with media outreach & press releases
- Help with organizing the photo drive
- Help with photography & video

Position Requirements

- Interest and support of WMG's mission
- Interest in and ability to connect well with community members
- Ability and excitement to work on promotions, marketing, etc.
- Ability to work independently
- Promptness and sound organizational skills
- Computer literacy
- Positive learning attitude

Preferred Experience

- Journalism, marketing, public relations
- Writing, photography, video, multi-media
- Google Docs and Sheets; MS Excel, Word, and PowerPoint; Adobe Creative Suite, CiviCRM, Drupal, Facebook, Twitter, and Instagram
- Fluency in Spanish