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