

## **Watershed Management Group**

### **Position Description**

**Position Title:** Public Relations 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 managing WMG's website and social media, developing marketing materials, organizing special events, assisting with publications, helping with community outreach, and assistance with fundraising campaigns. 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 (Homescape Harvest Tour, Edible Shade Mesquite Pancake Breakfast, Flow & Feast)
- Assistance with media outreach & press releases
- Assistance with fundraising campaigns – promotion & donor recognition, etc. as needed
- 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