



Communications Intern

July 2021

Environmental Initiative is a nonprofit organization that catalyzes collaboration across perspectives, power, and systems for social equity and environmental health.

The organization:

- Convenes leaders from businesses, nonprofits, government, and most-impacted communities to share information, network, and learn from one another.
- Designs and facilitates collaboration to address environmental, economic, and public health issues.
- Implements projects that improve our air, land, and water.

[Learn more about who we are and our work.](#)

Position Summary

The Communications Intern is a paid 6-12 month, part-time position (anticipated 20 hrs/week), beginning in fall 2021 and reports to the Director, Strategic Communications. The intern will also work closely with the Director, Digital Strategy and Engagement. The focus of this intern's work will initially be website content development in preparation for the launch of Environmental Initiative's revamped website in early 2022. The intern will also support web content development and blog writing for the 2022 [Environmental Initiative Awards](#). Strong writing and careful editing skills are essential for this role. The intern may also support social media strategy and execution, including potential expansion of Environmental Initiative's social media presence to Instagram.

Compensation

This is a salaried position, anticipated for work at 20 hours per week, and paid at an approximate equivalent of \$15/hour (full-time annual salary equivalent of \$31,200). The position does not offer benefits or paid time off. However, we do provide a flexible work schedule, remote work option, and 13 paid holidays to all employees, including intern positions.

Responsibilities

Communications (85%)

- Write, edit, and upload website copy for Environmental Initiative's website overhaul project.
- Photo and image selection. Content transfer and assistance with a website redesign project.
- Produce blog posts, social media content, and help maintain an editorial calendar.
- Monitor, compile, and share relevant news media.
- Organize and prepare content for internal newsletters.
- Review draft communications materials for adherence to brand standards.
- Assist communications team with implementation of various communications plans and campaigns.
- Support communications staff at events.
- Specific duties may be tailored to the intern's interests and field of study.
- Intern and supervisor will work together to define a project for the intern's professional portfolio.

- Other duties as assigned.

Organizational Strategy and Support (10%)

- Track organizational information by reading the Weekly Wrap, eNewsletters, and blog posts on Environmental Initiative’s website.
- Attend at least one meeting, gathering, or event affiliated with each of our projects and programs to learn about Environmental Initiative’s work, partners, and audiences.

Pathways Internship Program Participation (5%)

- Participate in and contribute knowledge and experience to Environmental Initiative’s emerging Pathways Internship Program.
- Connect and build relationships with other past, present, or future interns.
- Share perspective and experience with other Environmental Initiative staff and explore opportunities for mutual learning.

Experience and Education

- Open to college or university juniors, seniors and graduate students pursuing a degree in communications, graphic/visual design, journalism, English, or a related field.
- Strong writing, editing, visual design and organizational skills required.
- Self-starter, detail-oriented, ability to manage multiple projects required.
- Knowledge of social media and AP Style preferred.

Physical and Technology Requirements

The Communications Intern will primarily do computer work and will be provided with an Apple laptop. There could be a future expectation to be physically present for certain in-person meetings or events within the Twin Cities metro area or Greater Minnesota. Regular communication with Environmental Initiative staff, contractors, or partners via email, phone, Zoom, and Microsoft Teams is expected. Computer work and internal meetings will take place either remotely or in-person with a hybrid option for the foreseeable future for all Environmental Initiative employees, and current Covid-19 public health guidelines will continue to be followed.

How to Apply

To apply, please submit the following materials to employment@environmental-initiative.org with “Communications Intern” in the subject line.

- Your resume
- 2-3 page paper previously submitted for coursework
- *Optional demographic disclosure:* How do you describe your racial identity? Is there anything else you would like us to know about any other identities you hold?*

The position will remain open until filled with initial screening of applications starting on **August 16, 2021.**

Interested applicants are encouraged to visit our [Employment page on our website](#) to learn more about Environmental Initiative’s hiring practices.

*Environmental Initiative is committed to building and sustaining a staff team that reflects the knowledge, experience, and skills needed to create impactful change aligned with our organizational vision, mission, values, and strategic direction. This includes efforts to diversify the racial makeup of our staff team, as well as efforts to include and appreciate perspectives and experiences that each staff member uniquely brings. All applications are anonymized before the hiring team reviews them and any identifying information, including racial or other identities, will exclusively be used for aggregate tracking purposes.