

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

**Communications & Administration Internship
Western River Conservancy**

The Communications and Administration Intern will assist the Communications Manager with publications, marketing, and outreach. The Intern will also support the Director of Finance and Administration by performing reception and office administration duties.

This is a 40 hour per week paid position; duration 12 months starting October 1, 2010.

RESPONSIBILITIES:

- Assist with graphic design and production of publications. Support maintenance of digital photo library.
- Program Support
- Use software to help create maps that support our riverland conservation program.
- Assemble project briefing books.
- Support print and electronic outreach to various constituents, including web, email and new media.
- Research relevant news media opportunities and help track results.
- Answer phones, assist with mailings and deliveries, order office supplies and perform other administrative and clerical duties as assigned.

QUALIFICATIONS:

The ideal candidate will have experience with:

- Adobe Creative Suite
- map creation/GIS
- cause marketing and social media
- office administration

The successful candidate will have excellent written and oral communication skills. This position requires a candidate who is technically savvy, detail-oriented and willing to take on a range of communications and administrative duties. A commitment to Western Rivers Conservancy's mission of river conservation is essential to this position.

Please email a resume and cover letter to jobs@westernrivers.org
Position open until August 20, 2010.

COMPENSATION:

\$20,000 - \$24,000, plus a generous benefits and vacation package.