



COMMUNICATIONS INTERNSHIP

POSTING DATE

March 6, 2018

POSITION IDENTIFICATION

10-15 hours/week; summer stipend

POSITION SUMMARY

The Communications intern will support a range of marketing, communication, and outreach activities. S/he is primarily responsible for supporting the Outreach Coordinator. This position requires a genuine enthusiasm for the Benzie Conservation District's mission to preserve and enhance the natural resources of Benzie County. Strong attention to detail, as well as design, and copywriting skills are essential.

RESPONSIBILITIES

- Marketing and Communications
- Produce posters and various outreach print materials
- Create original content for social media outlets (BCD facebook pages, Instagram, and Twitter); "Nature Core" e-newsletter via Mail Chimp
- Update post content on the BCD website (Weebly platform)
- Scan photos and update image archives

PREFERRED KNOWLEDGE, EXPERIENCE & SKILLS

- Experience in press release writing, editing, and proofreading
- Experience with graphic design (Adobe Create Suite) and production of marketing materials
- Extremely detail-oriented with strong organization skills
- Excellent prioritization and multi-tasking abilities
- Exhibit excellent time management skills and ability to meet deadlines
- Demonstrated ability to work independently and as part of a team
- Exhibit professionalism, and social and interpersonal skills
- Excellent verbal and written communication skills in the English language
- Strong experience utilizing social media, specifically Facebook and Twitter
- Able to work flexible hours, including some weekend and outdoor events
- Skilled at photography is a plus!

Please send cover letter and resume to Aimé Merizon, Outreach Coordinator, 231-882-4391 x 11; aime@benziecd.org, by Friday, April 6, 2018. Position starts Monday, May 7th.