

Communications Intern

The Pacific Institute is a global water think tank that provides science-based thought leadership with active outreach to influence local, national, and international efforts in developing sustainable water policies. Since 1987 it has worked with groups ranging from Fortune 500 companies to disenfranchised communities to create and advance solutions to water challenges.

Position Description

The Communications Intern enhances the Pacific Institute's effectiveness by assisting with promoting its work to the general public and tracking its monthly impact.

Responsibilities

- Mine the news for water-related stories to share on the Institute's Twitter page.
- Update the Institute's media database with information on newly published articles featuring the Institute.
- Track Institute website statistics by gathering and entering data on website traffic and specific report downloads.
- Find updated contact information for the Institute's outdated media contacts.
- Write report summaries for the Institute's new website.
- Complete rotating and miscellaneous projects as assigned, such as assisting with the Institute's website re-design project by mapping the current website using Gliffy software.

Desired Qualifications

- Proficiency with Microsoft Word, Microsoft Excel, and Google Sheets
- Strong writing skills
- Attention to detail
- Flexibility, curiosity, go-getter attitude, and a sense of humor
- Demonstrated interest in and a commitment to environmental sustainability

Hours and Duration

Ten hours per week beginning in mid-September or three to four months, with the possibility of extending the internship. Flexible schedule from 8 a.m. to 3 p.m. during weekdays.

Compensation

The position is unpaid.

Location

Pacific Institute office in Preservation Park in downtown Oakland.

How to Apply

Please send a letter of interest, resume, and writing sample to Rebecca at rolson@pacinst.org. More information about the Pacific Institute can be found on its website: www.pacinst.org.

No telephone calls, please. Applications will be accepted until the position is filled. The Pacific Institute is an equal opportunity employer.