

Communications Volunteer

About Us

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 Volunteer enhances the Pacific Institute's effectiveness by assisting with promoting its work to the general public and tracking its monthly impact. This is a communications position; a background in environmental science is not required.

Responsibilities

- Mine the news for water-related stories to share on the Pacific Institute's Twitter page.
- Update the organization's media database with information on newly published articles featuring the Institute.
- Track the organization's website statistics by gathering and entering data on website traffic and specific report downloads.
- Find updated contact information for the organization's outdated media contacts.
- Complete rotating and miscellaneous projects as assigned, such as searching for new media contacts to add to our database, writing report summaries for the organization's new website, etc.

Desired Qualifications

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

Hours and Duration

Ten to twelve hours per week from September 14 to January 15, with the possibility of extending. The schedule is flexible, but we would prefer to have someone who can work a few weekday mornings.

Compensation

The position is unpaid.

Location

The work can be performed remotely, with weekly check-ins via phone.

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.