

## **Communications Intern**

### **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 Institute is currently revamping its website. Replacing and writing new copy for the website's pages will be part of the revamping process. The Communications Intern will enhance the Pacific Institute's effectiveness and help promote its work to the general public by reviewing, editing, and rewriting website copy. The intern also will categorize on the website previously published research and analysis, as well as perform other communications tasks as needed. This is a communications position; a background in environmental science is not required.

### **Responsibilities**

- Summarize the Institute's previously published reports in short, succinct summaries for its new website.
- Summarize previously published reports' key findings.
- Skim previously published reports for key topics and then assign relevant keywords.
- Complete rotating and miscellaneous projects as assigned.

### **Desired Qualifications**

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

### **Hours and Duration**

Twelve hours per week for three to four months beginning May 1. The schedule is flexible, with at least one weekday spent in the Pacific Institute office.

**Compensation**

\$13 per hour.

**Location**

The Pacific Institute office in downtown Oakland. A few hours can be performed remotely each week.

**How to Apply**

Please send a letter of interest, resume, and two writing samples to Rebecca at [rolson@pacinst.org](mailto:rolson@pacinst.org). More information about the Pacific Institute can be found on its website: [www.pacinst.org](http://www.pacinst.org).

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