

2019 Spring Communications Intern

About Us

The Pacific Institute is a global water think tank that combines 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 and tracking its monthly impact. This is a communications position; a background in environmental science is not required.

Responsibilities

- Summarize staff presentations and events for the Institute's website and social media
- Write tweets on articles relevant to the Institute's focus areas
- Help the Institute engage with important entities in the water sphere on Twitter
- Help the Institute improve and expand its media database
- Track the organization's website statistics by gathering and entering data on website traffic and specific report downloads
- Review and edit website content
- Contribute to the Institute's website re-design by assisting with categorizing content and other tasks
- Assist with outreach for specific projects and reports as needed
- Complete rotating and miscellaneous projects as assigned

Desired Qualifications

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

Hours and Duration

Ten to twelve hours per week from February through May 2019, with the possibility of extending. Start and end date flexible.

Compensation

The position is unpaid.

Location

The work can be performed remotely, with period check-ins via phone. If the candidate is interested, the position could be partly or wholly onsite at the Institute's office in Oakland, California.

How to Apply

Please send a letter of interest, resume, and writing sample to Communications Manager Rebecca Olson 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.