PACIFIC INSTITUTE

Research for People and the Planet

2018 Summer 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 to the general public 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.
- Analyze the Institute's monthly social media performance on Twitter, Facebook, and LinkedIn.
- 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.
- 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

Hours and Duration

Ten to twelve hours per week from July through September 2018, with the possibility of extending. The schedule is flexible, but we would prefer to have someone who can work a few hours on Tuesday or Wednesday each week.

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.