

## **2018 Fall 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 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.
- Review and edit website content.
- 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 September through December 2018, 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.

**How to Apply**

Please send a letter of interest, resume, and writing sample 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.