

## **2020 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 and tracking its work. This is a communications position; a background in environmental science is not required.

### **Responsibilities**

- Create social media posts
- Summarize staff events for the Pacific Institute website
- Add articles featuring the Pacific Institute to the website
- Assist with outreach for projects and reports, including gathering potential contacts and potentially sending emails
- Help the Institute improve and expand its media database
- 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 hours per week from January through May 2019, with the possibility of extending. Break during final exam week if applicable. 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 (essay, article, etc.) to [info@pacinst.org](mailto:info@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, with interviews conducted in August. The Pacific Institute is an equal opportunity employer.