

2020 Remote Summer Communications Internship

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
- Gather data on the Pacific Institute's website performance, including via Google Analytics
- 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 June through September 2020, with the possibility of extending. Breaks during important exam weeks if applicable. Start and end date flexible.

Compensation

The position is unpaid.

Location

The work will be performed remotely, with period check-ins via email, and phone if desired/required.

How to Apply

Please send a letter of interest, resume, and writing sample (essay, article, etc.) to info@pacinst.org. In your email, tell us where you learned about this position.

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

More information about the Pacific Institute can be found on our website: www.pacinst.org.