Pacific Institute 2021 Remote Spring 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. Candidates with strong writing and editing skills and attention to detail who do not possess all the desired qualifications are still encouraged to apply.

Responsibilities
- Create social media posts
- 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 via Google Analytics
- Gather data on the Pacific Institute’s social media performance on Twitter, Facebook, and LinkedIn
- Help the Institute update 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 February 2021 through May 2021, with the possibility of extending. Breaks during important exam weeks if applicable. Vacation breaks can be negotiated. Break time for extenuating life circumstances as needed. Start and end date flexible.

**Compensation**
The position is unpaid.

**Location**
The work will be performed remotely, with periodic 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](http://www.pacinst.org).