Position Description
Marketing and Communications Intern

Overview:
The marketing and communications intern is responsible for helping Wild Ones communicate effectively to various stakeholders through key media channels including social media, email marketing, web content, press releases and digital and print resources to help Wild Ones increase our mission and brand visibility.

This role offers an intern an immersion into a nonprofit organization working closely with Wild Ones staff members. The position is a learning opportunity for the intern to gain an understanding of how marketing and communication can impact the growth of a nonprofit organization. Wild Ones will provide the tools and support necessary to foster growth.

Reports to:
Mission Manager

Responsibilities:
• Create graphics and research content for posting on social media platforms.
• Assist in posting to Wild Ones social media accounts (e.g. Facebook, Twitter, Instagram, LinkedIn, YouTube), ensuring uniform content, branding, tone of voice, etc.
• Monitor and reply to member and nonmember social media questions/comments per direction of Mission Manager.
• Prepare and send organizational emails to members and chapters as directed.
• Develop reports, presentations and professional documents for the organization as needed.
• Attend weekly staff meetings and contribute to overall staff discussions.
• Help maintain both physical and digital document storage systems.
• Participate in miscellaneous projects/activities as assigned.

Qualifications and Skills:
• Must have (or willing to obtain) a stable internet connection.
• Must have (or willing to obtain) a computer to complete remote work.
• Must have at least an intermediate proficiency with Microsoft Office, video conferencing software as well as Facebook, Instagram, Twitter and LinkedIn.
• Must have clear, strong communication skills, both interpersonal and written.
• Must have ability to work independently and also collaboratively with a team.
• Must have accurate and proficient in data entry.
• Must have ability to balance competing priorities.
• Knowledge of WordPress, Constant Contact, Adobe Creative Cloud and/or Canva Pro is a plus.
• Knowledge of native plants is a plus.

How to Apply:
Interested applicants should email a resume and cover letter to Mission Manager Katie Huebner at programs@wildones.org with “Marketing Communication Intern Applicant” in the subject line.