



Lake Erie Nature & Science Center

Live Wildlife Exhibits & Rehabilitation • Educational Programs • Planetarium

Communications Intern

POSITION SUMMARY

Lake Erie Nature & Science Center is seeking a communications intern to assist with a range of projects. Depending on skills and interests, intern duties may include:

- Expand the Center's media library, including photographs and video
- Contribute Social Media content for Blog, Facebook, Twitter and YouTube
- Assist with website maintenance
- Assist with proactive media pitches and write news releases
- Update and organize email marketing database and assist with e-newsletters
- Monitor Lake Erie Nature & Science Center's online listening station.
- Expand the Center's presence in online events databases
- Help to audit, update copy and redesign Center brochures
- Assist with a Center-wide branding audit
- Support special events
- Support the production of direct mail newsletters

You will work closely with all staff and may be asked to support the administrative functions of the organization. This may include arranging meetings, assisting with correspondence, updating databases, and overseeing production and mailing of materials.

HOURS AND COMPENSATION

We are now accepting applications for spring/summer interns. You will be asked to work a part-time, flexible schedule that may occasionally include support for night or weekend events. We ask for a minimum commitment of 16 hours per week for three months. We are willing to work with a university to arrange academic credit. At this time, all internships are unpaid, volunteer positions.

QUALIFICATIONS

Successful applicants will be motivated, responsible self-starters, able to work with minimum direction. Applicants should have superior written and oral communication skills and enthusiasm for the mission of our non-profit organization. An interest in nature and wildlife is preferred. Recent graduates with a degree in communications, public relations, marketing, or related field as well as advanced undergraduate students are encouraged to apply.

The preferred candidate will also have a command of major Social Media tools; be skilled at digital photography and simple video editing; proficient in Adobe Photoshop and InDesign (CS4), Contribute and MS Office.

APPLICATION

Send resume and statement of career goals. Email preferred with the subject line, "Communications Internship Application." Contact: Shawn Salamone, Community Relations Manager at info@lensc.org

Our Mission: The non-profit Lake Erie Nature & Science Center educates and inspires each of us to understand, appreciate and take responsibility for our natural universe.

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