



Chesapeake Bay Trust Communications Intern Summer 2017 – Spring 2018

The Chesapeake Bay Trust, a non-profit grant-making organization that promotes public participation in the restoration of the Chesapeake Bay and its tributaries, seeks a communications intern for the fall and spring semesters 2017-2018 for approximately 8-10 hours per week. This position will play an important role in assisting with the Trust's communications needs as well as with the management of donor information and outreach.

In particular the communications intern will assist with data entry, web content creation and management, newsletter production, email list management, database management, fundraising efforts, and events.

Responsibilities:

- Reports to the Trust's Director of Development and Marketing and works closely with the rest of staff to assure the organization's mission, programs, awards, and grants are properly communicated and promoted to the public.
- Assists with the Trust's database including segmentation, solicitation follow-up and donor recognition.
- Assist with outreach efforts and entering appropriate information from new supporters.
- Assists with updating and maintaining the Trust's two websites as well as edits and designs the Trust's two e-newsletters.
- Assists with media outreach and events, including public relations efforts and on-site activities, as well as tracks media coverage.
- Assists with fundraising appeal tracking and list segmentation.
- Helps assist with the Trust's major events throughout the year, including marketing of the events, attendee tracking and day of on-site assistance.

Skills and Qualifications

- Attention to detail is absolutely critical; the right candidate must be an exceptionally thorough proofreader and editor.
- Experience with web and email communications tools required; experience with new media technologies, such as blogs and online social media required.
- An undergraduate or graduate degree-seeking student in marketing, journalism, communications or related field is preferred. Alternatively, students majoring in other fields must have significant experience in communications or marketing.
- Knowledge of environment, sustainability, and community engagement issues desired.
- Strong writing, graphic design, media outreach, and/or web content production and management experience is preferred.
- Demonstrated ability to work independently and effectively with deadlines is required.
- Strong computer literacy is essential: MS Office; Access (or similar database); Adobe (Photoshop); familiarity with content management systems a plus.

- Some travel required (statewide), with some evening and weekend hours required.
- Willingness to commit to 8-10 hours weekly for the Fall and Spring semesters for the 2017-2018 school year (can be one day or broken into days) required.

Compensation: \$10 per hour, 8-10 hours per week (days and hours subject to event needs and applicant's course load.)

Term: Summer 2017 through Spring 2018

To Apply, please submit: Cover letter and Resume to Kelly Swartout, kswartout@cbtrust.org please type Communications Intern in the email subject line. Applications will begin to be reviewed upon receipt. The position will remain open until filled.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in accordance with applicable federal, state and local laws.