



POSITION ANNOUNCEMENT:  
**Marketing/Graphic Design Intern**

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Title: Marketing/Graphic Design Intern (DC/MD Office)  
Hours: 5-10 hours per week  
Duration: 3-6 months, with possibility of extension  
Location: Remote, potential for in office meetings (501 Sixth Street, Annapolis, MD)  
Compensation: Per project stipend available

**General Information**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters and residents of the Chesapeake Bay. The Alliance implements local programs that connect people to their local river and become directly involved in local restoration efforts. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, and Richmond, VA.

The Marketing/Graphic Design Intern will work remotely, in conjunction with the DC office team. The intern will focus on promoting Alliance programs in DC through a variety of print and web advertising channels. These programs include RiverSmart Homes Landscaping, Paver, and Rain Barrel Programs (stormwater education, outreach, and best management practice (BMP) implementation).

**Principal Activities**

- Create print and online program advertising materials:
  - Create DC program infographics
  - Develop stormwater education brochures
  - Generate DC program outreach flyers and guides
  - Craft outreach or education materials for Alliance events
  - Assist in preparation for outreach and volunteer events
- Additional, mutually agreed upon, duties as appropriate

**Outcomes/Goals**

- Increase traffic to our social media sites for the Alliance for the Chesapeake Bay.
- Increase public knowledge of DC watershed issues and solutions and the Alliance's efforts to address these challenges.
- Increase public interest and participation in DC programs.

## **Qualifications**

- Possess a strong work ethic.
- Interest and understanding of environmental issues in the DC metro area, specifically stormwater.
- Good writing abilities and verbal communication skills.
- Knowledge and experience with marketing and graphic design.
- Superb organizational skills and attention to detail.

## **Work Schedule**

Office hours are Monday to Friday from 9:00am to 5:00 pm. Volunteer work hours may be flexible, with supervisor approval.

## **Time Commitment**

A minimum of 5 hours per week for three to six months is expected for this position. The agreement may be extended, contingent upon the needs of the Alliance and the performance of the intern.

## **Supervision and Support Plan**

The supervisor for this intern position is Erin O'Grady. The intern will attend weekly staff calls to report on progress of assigned duties.

## **Intern Benefits**

- Development of outreach and communication skills in a professional setting
- Reference for employment or academic purposes, dependent upon satisfactory performance
- Acquisition of professional contacts in a regional organization
- Opportunity to promote the mission of the Alliance for the Chesapeake Bay
- Stipend available (to be negotiated on a per project basis and evaluation of product quality)

## **Start and End Dates**

The intern will start on a rolling basis from March 2018 through August 2018.

## **To Apply**

Please submit cover letter, resume, and sample designed product (ex: flyer, pamphlet, brochure, etc.) to Erin O'Grady at [eogrady@allianceforthebay.org](mailto:eogrady@allianceforthebay.org) with Marketing/Graphic Design Program Intern Application in the subject line.

No phone inquiries, please.