



## **Chesapeake Bay Trust Development, Marketing & Communications Intern Fall 2021 – June 2022**

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, marketing, and development intern through the end of the 2021-2022 school year for approximately 8-10 hours per week. This position will support the Trust's vital and growing body of work in development, marketing, and communications, taking on projects in marketing, event management, data entry, web and newsletter content creation, email list management, and social media. The role is an ideal launching point for an undergraduate or graduate student seeking a dynamic career in fundraising or marketing, particularly in the environmental sector.

The intern position will work a combination of remotely and in-person (with appropriate social distancing and face mask use), depending on the status of the COVID pandemic, logistics, location of intern, and event schedules. At a minimum, the intern will be expected to support on-site events in person.

The intern will report to the Trust's Director of Development for development and communications activities and to the Executive Director for marketing tasks. The intern will work closely with the rest of staff to assure the organization's mission, programs, and grants are properly communicated and promoted to the public.

### **Responsibilities:**

- Assists with updating and maintaining the Trust's main website, posts to the Trust's social media accounts, and contributes to the Trust's two e-newsletters and regular e-blasts.
- Creates and publishes blogs relating to grantee work, Trust initiatives, and general environmental interest.
- Assists with the Trust's major events (virtual and in-person), such as any media events and the Trust's January legislative reception (which may be virtual or in-person) including marketing, attendee tracking, and day of on-site logistics.
- Helps track media coverage.
- Assists with photographing and sourcing photography from partner and grantee events, projects, and mission related images.
- Supports development and donor relations functions, including donor data entry

### **Skills and Qualifications**

#### *Required*

- Strong computer literacy in programs including MS Office and graphics programs such as the Adobe suite (Photoshop, Illustrator) (required)
- Experience with various media technologies, such as blogs and online social media (required)

- Willingness to commit to 8-10 hours weekly for the internship duration (can be one day or broken into days) (required)
- Ability to travel (within Maryland only) and work some evening and weekend hours (required)
- Attention to detail (required). The winning candidate must be an exceptionally thorough proofreader and editor.
- Demonstrated ability to work independently and effectively with deadlines (required)

*Preferred*

- Experience with web and email communications (preferred)
- Pursuit of an undergraduate or graduate degree in marketing, journalism, communications, or related field (preferred). Students majoring in other fields must have significant experience in communications or marketing.
- Knowledge of environment, sustainability, and community engagement (preferred).
- Writing, graphic design, and/or web content production and management experience (preferred)
- Familiarity with content management systems (a plus)

**Compensation:** \$15.00 per hour, 8-10 hours per week (days and hours subject to event needs and applicant's course load.)

**Term:** Fall 2021 through June 2022

**To Apply, please submit:** Cover letter and Resume to Sarah Higgins, [shiggins@cbtrust.org](mailto:shiggins@cbtrust.org). please type "Development, Marketing, and Communications Intern – last name" in the email subject line. Applications will begin to be reviewed upon receipt. The position will remain open until filled. No phone calls, please.

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. We encourage applications from people of color.