

## Sustainable Seattle Communications Intern



### About Sustainable Seattle

Sustainable Seattle is a non-profit 501(c)3 organization with the mission to build a thriving future through initiatives that deliver environmental, economic and community benefits, promote equity, and build resilience. Our vision is for Seattle to anchor a region in which all residents, organizations and businesses are engaged, empowered and collaborating to secure a sustainable, equitable and resilient future.

### Position Summary

We are seeking a person with strong relationship building and communication skills to generate interest and excitement about Sustainable Seattle including our key programs. An immediate effort will be to promote our upcoming Seattle Greendrinks events and developing a communications plan for the 2018 Climate Resilience Summit scheduled for this winter. The Communications Intern will be an important part of Sustainable Seattle's efforts to bring public attention to the significant sustainability accomplishments of the outstanding individuals, businesses, and non-profits in our region. The Communications Intern will help manage our social media, website edits, Constant Contact emails, media releases, and connections with community partners.

### Key Responsibilities

- Create final versions of all written external communications (support will be provided for initial drafts)
- Be responsible for website updates (WordPress)
- Write, draft, and post media releases
- Manage Facebook, Twitter and other social media channels, as needed
- Help create marketing materials
- Work collaboratively with the Executive Director, incoming Program Manager and Board/Volunteer teams for program development

### Requirements

This position requires you to be flexible, responsive, and self-motivated.

- Excellent written communication skills
- Strong time management
- 10–12 hr /week commitment. Prefer someone committed to 3+ months.
- Proficient in complex WordPress programs, to update and edit our website
- Experience with Constant Contact or other similar mail programs
- Proficient in Microsoft Office Suite, Google Apps, Survey Monkey
- Social Media skills (Twitter, Facebook)
- Enthusiasm for local happenings
- Ability to work in a small collaborative team and be flexible with changing conditions
- Existing network of public, private and non-profit/foundation partners a plus
- Graphic design skills a plus

### Compensation

This is an unpaid position; academic credit and references available.

### Posting Expiration Date and How to Apply

Position is open until filled. Qualified applicants should send a resume and cover letter via electronic mail.

Email: [nancy@sustainableseattle.org](mailto:nancy@sustainableseattle.org). Please place "Sustainable Seattle Communications Intern" and your last name in the subject line. No phone calls please.

*Sustainable Seattle is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, ethnicity, faith, national origin, gender, sexual orientation or disability.*