**Position: Communications & Marketing Intern**

**Available to: Currently enrolled undergraduate and graduate students**

**Term: Fall 2018**

Emory's Office of Sustainability Initiatives is seeking a qualified student to coordinate the communications, marketing, website and social media management of the office’s work. OSI provides opportunities for our Communications and Marketing Intern to fine-tune a range of skills by helping us tell our story through creative, interactive and meaningful channels. This Fall, the Intern will also support the implementation of a waste management communications plan, as needed.

The OSI Communications and Marketing Intern’s tasks include but are not limited to:

* Creating content for and publishing the weekly newsletter using MailChimp
* Managing social media content and conversations daily through a mix of scheduled content, real-time posts, and interactions with people and organizations through Facebook, Twitter and Instagram
* Facilitating meetings and managing projects from start to finish that require the creation of graphic materials (flyers, fact sheets, signs, etc.) with the OSI team and the graphic designer
* Writing news articles for internal and external news sources
* Developing and implementing engagement campaigns with Emory students, faculty, and staff
* Assisting with regular website updates and web content migration to the new website
* Assisting the OSI staff with tracking of internal and external media hits and with general tracking of the effectiveness of communications utilized by the office
* Representing the Office of Sustainability at campus and community events

Interns are expected to work between 10 and 15 hours per week, depending on OSI’s needs and the intern’s availability. OSI does not have extra office space for students, so work is done remotely with regular meetings with staff to discuss projects.

**Desired Qualifications:**

* Strong writing, verbal and analytical skills
* Some experience in marketing and communications for organizations
* An understanding of social media platforms for professional (not personal) use, of tools and analytics (e.g. Hootsuite, MailChimp, Facebook Insights), and of website content management (Wordpress) is desired, but not required
* Interest in bringing ideas for marketing and communications that aim to encourage sustainable behavior change among faculty, staff, students, visitors, and patients
* Attention to detail in design, content creation and editing, and intra-office email communication
* Affinity for project management and/or a desire to learn project management skills
* Interest in and understanding of principles of sustainability and environmental stewardship
* Comfortable working independently with regular check-ins on activity and progress

**Eligibility:**

All undergraduate and graduate students enrolled at Emory University may apply for all internships. REAL and FWS students are invite to apply. All majors welcome, but those seeking experience in a field related to communications and sustainability are preferred.

**How to apply:**

Please submit your resume, cover letter, examples of your communications-related work (e.g. writing, photo, video, graphic design) and availability (preferred hours/week, start date, and weekly schedule) to Taylor Spicer at [tspicer@emory.edu](mailto:tspicer@emory.edu). **Applications are accepted on a rolling basis but due no later than** **noon on Wednesday, September 5**. Applicants are encouraged to apply before the deadline, and top applicants will be invited for in-person interviews.

**In your cover letter, please:**

* Discuss any experiences that have shaped your interest in sustainability and communications
* Indicate the areas of sustainability in which you have interest (e.g. food, energy, water, etc.)
* Explain how the internship will contribute to your academic and professional development