

Environmental Outreach Communications Internship

Onsite at Cool Davis/ 2 units / Unpaid

Internship Offered on a Quarterly Basis (two quarters preferred)

Internship Title

Environmental Outreach Communications and Social Media Internship at Cool Davis

Internship Site Contact Information

Leslie Crenna, Communications Coordinator, lesliecrenna@cooldavis.org, 530-306-9185

Organization Description

Cool Davis is a non-profit community organization founded in 2010 in Davis, California. Our mission is to inspire residents to reduce greenhouse gas emissions, adapt to a changing climate, and improve the quality of life for all. In partnership with the City of Davis and Coalition members, Cool Davis engages the community in goal-based campaigns to adopt sustainable technologies and behaviors around transportation, energy, and consumption with forums, screenings, ride and drives, showcases, original online web content, email-based news, adoption goals, and networking.

Internship Description

The intern assists the Communications Coordinator in the development and distribution of media content across single or multiple content streams and media channels for campaigns and general communications. Working closely with the Communications Coordinator, interns receive resources relevant to tasks (such as strategic communications planning documents and CBSM references), and receive constructive feedback at weekly check in meetings or more often as appropriate.

Responsibilities & Expectations

Ability to follow through with tasks and timelines required. Initiative and self-motivation a bonus. Intern must be able to attend an introductory orientation and monthly evening Communications Team meetings. Must be able to commit to regular hours in the office and communicate regularly via email, phone, or text. Some hours may be completed off-site as well.

Qualifications

Command of English language required, Spanish or Chinese a plus. Basic word processing, content management, and communications software required. Proficiency with social media platforms especially Facebook and Twitter is a must. Preference given to those with upper-division coursework in relevant fields. Advanced knowledge of strategic messaging would be a super bonus. Ability to work well with writers and local media outlet representatives required. Experience with video production or graphic design could lead to more project-orientated tasks.

Application Process

Application due: End of first week of each quarter

Required application materials: Resume and short cover letter/email detailing goals and reasons why the Cool Davis mission is a good fit for you.

Optional: Link to online portfolio of relevant projects.

Please check out www.cooldavis.org and @cooldaviscity on social media for more information.