

Environmental Outreach Writing Internship

Onsite at Cool Davis

2 units and 60 hours minimum per quarter or by special arrangement

Offered on a quarterly basis (2 quarters preferred) and during summer (2 to 4 units)

Unpaid

Internship Title

Environmental Outreach Writing Internship at Cool Davis

Internship Site Contact Information

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

Internship Description

Cool Davis. Our mission is to inspire our community to reduce greenhouse gas emissions, adapt to a changing climate, and improve the quality of life for all. The intern may develop content for a news blog, action web pages, news releases, event materials, infographics, or social media. 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 also required. Preference given to those with upper-division coursework and journalism classes. Ability to interview community members, take and track notes, and perform light research required for some tasks. Video production, design, or advanced information design/architecture skills could lead to more project-orientated tasks. Proficiency with social media platforms especially Facebook and Twitter including advanced knowledge of settings and strategic messaging would be a super bonus.

Application Process

Application due: May 25, 2018

Required application materials: Resume, two recent writing samples, short cover letter/email detailing goals and reasons why 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.

Writing Program contact: Rebekka Andersen <randersen@ucdavis.edu>