

## ***Communications Intern – National Wildlife Refuge Association***

### **Job Description:**

Are you passionate about the outdoors and wildlife? Do you love building and executing campaigns for non-profits? Do you love fostering relationships and connections on social media platforms? Are you able to think outside of the box? Do you enjoy writing and telling stories? Then we have a position for you!

We are hiring a Communications Intern to support the communications and development work for the National Wildlife Refuge Association.

The **Communications Intern** is responsible for implementing strategic communications efforts, assisting campaign development and implementation, cultivating national wildlife refuge supporters on social media platforms, developing media distribution channels, and supporting external marketing and fundraising initiatives for the Refuge Association.

### **Role and Responsibilities:**

#### *Community Management:*

- Grow and cultivate the constituency of the National Wildlife Refuge Association by building relationships on social media platforms, including Facebook, Twitter, and Instagram
- Design creative content for social media including videos, info-graphics, banners, posts, etc

#### *Campaign Design and Implementation*

- Work closely with staff to design and implement fundraising and advocacy campaigns to cultivate and grow the constituency of the Refuge Association
- Work with the Communications and Marketing Manager to optimize Flyer sign-ups and donations
- Work with the Communications and Marketing Manager to build a distribution network of contacts and relationships between staff and strategic partners/friends/colleagues

#### *Content Strategy and Curation*

- Edit and proofread blogs for the Refuge Association

- Manage and produce the monthly newsletter for the Refuge Association
- Writes and produces blogs for the Refuge Association
- Works closely with the USFWS to identify unique and awe-inspiring stories to share with our community

**Qualifications:**

- You're eager to learn, hungry, scrappy, and have entrepreneurial street-cred
- A bachelor's degree in marketing, communications, biology, wildlife management or related degree
- Experience growing social media accounts for companies or brands
- 0-1 years of experience designing and implementing advocacy and/or fundraising campaigns for non-profits
- An exceptional writer and proof-reading skills
- Experience in Adobe Creative Suite

**Time-frame:** Up to one year

**Location:** Washington, D.C.

**Compensation:** \$2,000 a month

**To Apply:** Please submit a cover letter, resume and contact information to: Sean Carnell, Communications and Marketing Manager at [scarnell@refugeassociation.org](mailto:scarnell@refugeassociation.org) by **August 10<sup>th</sup>**.

The subject line should say, "Communications Internship – NAME"

*This position is open until filled.*

The **National Wildlife Refuge Association** is an independent and nonpartisan 501(c)3 national nonprofit organization dedicated to protecting America's wildlife through programs that support the National Wildlife Refuge System. The Refuge Association is a non-governmental organization based in Washington, DC and works to complement and assist the Refuge System. For more information, please visit [www.refugeassociation.org](http://www.refugeassociation.org).

*The National Wildlife Refuge Association is an Equal Opportunity Employer*