



## **Communications Intern Announcement**

The National Marine Sanctuary Foundation, a private, nonprofit organization dedicated to strengthening and promoting US national marine sanctuaries, is seeking a communications intern from October 2017 to April 2018. This position will assist the strategic communications director in creating and publishing content that promotes the Foundation's work. The internship is paid and the term runs for six months. The communications intern will work 24 hours per week at the Foundation's office in Silver Spring, MD.

### **Overview of Position**

The communications intern will assist in planning and developing written and graphic content for the various platforms the Foundation uses to communicate its messages. This position is ideal for a current student with strong communication skills and knowledge of marine science and policy who may want to pursue a career in the field. Typical tasks may include:

- Planning, drafting, and editing content to be used in print and online
- Creating infographics
- Designing materials for print
- Drafting news releases
- Archiving and organizing content
- Attending meetings

### **Requirements**

- Must be currently enrolled in an undergraduate or graduate program at an accredited college or university. Majors in communications, public relations, environmental science, marine science, or other related fields are preferred
- Approximately three days per week with possibility of flexible scheduling
- Experience with applications such as Microsoft Word, Adobe Creative Cloud, and Google Suite
- Strong written and verbal communication skills with an ability to adapt tone and style
- Ability to prioritize projects and deliver on strict deadlines
- Proficient working independently and collaboratively
- Knowledge of marine science policy or environmental policy a plus

### **To apply**

Interested applicants should e-mail a resume and cover letter, three samples of original work (writing sample, graphic design sample, video sample, or other media), and two letters of recommendation to [applicants@marinesanctuary.org](mailto:applicants@marinesanctuary.org) with the subject "Communications Intern". The deadline to apply is 8:00 am EDT on Monday, August 21, 2017. Files should be saved as PDFs and attached to the application email; letters of recommendation should be emailed by the author.