



Empowering Students
Driving Environmental Innovation
Creating Visionary Leaders
Changing the World

Internship Position

Communications Director

Who Should Apply?

Motivated college students who are interested in working with a fast-growing nonprofit seeking to promote sustainability through student empowerment. If you love putting together creative messaging strategies and engaging the community on social media, then you should consider applying.

Location:

Much of the work can be done remotely.

Alternate arrangements can be made for meetings if you live too far away to attend in person.

Time Commitment:

10-15 Hours per week, May through August. Position is unpaid.

About GreenAllies:

GreenAllies is a 501c3 non-profit organization with a mission “to empower and support students to innovate and lead environmental sustainability efforts”. We envision a world where environmentally sustainable practices are commonplace as a result of continued partnerships and shared commitment between communities and their inspired student leaders. Our work centers around two program priorities: Local work centering on The Althouse Arboretum and global work through our GreenAllies Network.

Position:

The Communications Intern will use their skills to advertise GreenAllies programs, maintain connections with donors and students, and attract press to GreenAllies events.

The Digital Media and Design Intern will work in close collaboration with other GreenAllies interns, the Executive Director, the Development Committee, and the Board of Directors as he/she plays a key role in effectively communicating GreenAllies’ mission and program offerings to our network.

Responsibilities:

- Write a regular GreenAllies Newsletter for distribution to donors, student members, and other GreenAllies supporters.
- Update GreenAllies social media accounts with relevant, interesting information
- Write press releases and media advisories to attract press to GreenAllies events
- Communicate with national Advisory Board through updates, surveys, and news alerts
- Provide regular, detailed activity reports to the Executive Director, Board of Directors and others



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Qualifications:

- Basic working knowledge of GreenAllies programs
- A passion for environmental issues and sustainability projects
- Good verbal and written communication skills
- Demonstrated experience creating engaging social media posts and engaging with the press
- Experience with MailChimp or similar email list management site helpful
- Detail-oriented and highly organized
- Ability to multi-task and manage competing priorities while achieving results

Please submit a cover letter and resume to ken@green-allies.org by April 1, 2017

How to Apply

Contact GreenAllies for details. All inquiries should be directed to:

Ken Hamilton
Executive Director
GreenAllies
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Green Lane, PA 18054
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267-371-2288