

Communications Internship

Internship Duties and Responsibilities

- IWF social media outreach, including Facebook, Twitter and others
- Updates to IWF website content including event calendar, news articles, bill watch updates, etc.
- Research and write articles for our quarterly e-newsletter, *Hoosier Conservation*, published every February, May, August and November each year.
- Assist with organization and execution of special events.
- Compose emails and news updates for engaging and informing our members, donors and friends.
- Explore ways to engage and expand our member/donor/friend network.
- Data entry and other administrative communication duties.
- Other responsibilities based on interest areas and organization needs.

Internship Qualifications

- Bachelor's degree, master's degree or degree in progress in communications, journalism, environmental studies, natural resources or a related field
- Interest in conservation, wildlife and wildlife habitat or other environmental and natural resource issues
- Strong writing and research skills
- Detail-oriented
- Creative thinking and idea generation abilities
- Ability to work in a team or independently as needed
- Ability to effectively coordinate and organize multiple projects and tasks
- Proficient in oral communication
- Proficiency in basic computer programs and skills including Microsoft Office.
- Experience with Photoshop, database, layout and web software, video editing and a variety of online social media is a highly preferred.

To Apply:

Please submit by email info@indianawildlife.org

- Cover Letter
- Resume
- Writing sample in a journalistic style (1 page)
- List of references