

Communications Intern Boulder, CO

Overview

Global Greengrants Fund makes small grants (typically \$500 to \$5,000) to grassroots groups working in the Global South to protect the environment, live sustainably, preserve biodiversity, and gain a voice in their future. Greengrants has supported more than 5,000 groups in 100 countries around the world since 1993, supporting a broad variety of social and environmental justice issues. For more information, please visit www.greengrants.org.

Greengrants seeks a qualified and motivated volunteer intern to assist the Communications Manager. Undergraduate and graduate students welcome, as well as other interested individuals. You should have an interest in international development, environmental issues, philanthropy, and social justice. Internships can be completed for academic credit.

Job Summary

The Communications Intern supports the Communications Manager in contributing to a successful and dynamic communications plan. Activities include contributing to our social media strategy and upkeep, assisting in researching and writing blog posts and eNewsletter articles, and assisting with other projects and administrative work as needed. The Communications Intern will learn about nonprofit communications and fundraising practices from an experienced Development and Communications team, as well as have the opportunity to contribute to the mission and success of Global Greengrants Fund.

Essential Job Functions

- Research and write articles to be published in the eNewsletter and other media outlets
- Support the upkeep and growth of Greengrants' social media outreach
- Assist in managing new website – using WordPress to update copy, photos and blog
- Assist with mailings and other tasks
- *Reports to:* Communications Manager

Skills and Abilities

- Excellent oral and written communication skills
- Attention to detail, ability to multi-task
- Technologically savvy—ideally familiarity with WordPress
- Strong journalism/communications background
- Highly proactive and able to take initiative
- Good working knowledge of international issues and geographies
- Strong interpersonal skills
- Experience with film editing a plus

Education and Experience

- Bachelor's degree (or in process)
- Some work or volunteer experience, preferably in a nonprofit or international setting

Start Date, Compensation, Hours

This is an **unpaid** four-month position, with a minimum commitment of 15 hours/week, 20 hours/week preferred. The work schedule is approximately 9am to 5pm. Start date flexible, but preferably mid-August.

Application Format

All application materials should be typed in a reasonable size font, single-spaced, and double-sided. Please submit the following:

- Cover letter that includes current contact information
- Resume that includes detailed work experience, education, and two references with full contact information
- A writing sample of 1-2 pages

Application Process

Applications will be accepted until the position is filled. All materials should be sent by email to internships@greengrants.org; please specify which intern position you are applying for in the subject line.

Alternatively, submit applications to:
Internship Program/Communications Intern
Global Greengrants Fund
2840 Wilderness Place, Suite A
Boulder, CO 80301

NO PHONE CALLS PLEASE