



Palouse-Clearwater Environmental Institute

PCEI Communications Intern

Volunteer position description:

The Communications Intern will work across programs at the Palouse-Clearwater Environmental Institute to successfully manage events and their associated content in a consistent and timely manner. The Communications Intern will report to and work closely with PCEI Administrative staff, but will regularly check-in with other staff to ensure media content is up to date and relevant. PCEI maintains a strong online presence while also using more traditional methods to reach our diverse supporters. The Intern will assist staff by managing content for public relations and digital media and act as an on-site communications point person.

Responsibilities

- Assist with Outreach and Public Relations by:
 - Publishing PCEI quarterly newsletter, Environmental News
 - Developing templates and style guides for various programs and events
 - Creating flyers, posters, media kits, and brochures
 - Uploading and managing of website content
 - Developing and maintaining an archives system
- Maintain LightRoom photo database by:
 - Uploading photos from events in a timely manner
 - Sorting, filing, editing, and tagging photos
- Manage social media content on Facebook, Twitter, and Instagram by:
 - Tracking social media performance
 - Providing live updates from major events
 - Ensuring uploaded photos are downloaded to server and available in LightRoom
 - Developing a best practices resource and strategy guide for utilizing social media as an advertising outlet

Desired Qualifications:

- Committed to serving the needs of the organization, community, and the environment
- Experience with software programs such as InDesign, Illustrator, and Photoshop
- Comfortable working with Microsoft Office Suites (Word, PowerPoint, Excel, etc.)
- Knowledgeable about basic html text (Wordpress platform)
- Database skills or ability to adapt to new software quickly
- Upload and update content in a timely, prompt manner
- Communicate effectively with PCEI staff on content locations

Schedule:

This position will last a minimum of 3 months, with a 10-hour per week commitment. Our hours of operation are Monday—Friday, 9:00 am to 5:00 pm. Saturday and/or Sunday work schedule is also possible when working on independent projects off site or at volunteer events.

For more information:

Amanda Argona, PCEI Outreach Coordinator, (208) 882-1444 or serving@pcei.org

The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.