



COMMUNICATIONS AND OUTREACH INTERN JOB DESCRIPTION

Position Type: Part-Time, 20 hrs/week

Term: Seasonal, 10 weeks (May/June 2023 - August 2023)

Reporting: Communications Manager

Location: Charleston, South Carolina

Application Instructions:

To apply, please email a cover letter, resume, and three references in one PDF addressed to Ellen Blake, Operations Director, to careers@lowcountrylandtrust.org. Applications will be accepted until March 10, 2023. Initial screening interviews will be conducted on a rolling basis.

Position Summary:

The primary role of the Communications and Outreach Intern will be to provide community outreach and marketing support to the Advancement Department at Lowcountry Land Trust. This internship will provide hands-on experience with how a local nonprofit approaches data analysis, communications campaigns, and relationship-building to advance the work of the organization.

Responsibilities:

- Assists with creating event campaign strategies, sourcing imagery, and writing compelling copy to effectively communicate with target audiences;
- Conducts research and analyzes data to provide insights for outreach and communications efforts;
- Establishes relationships with conservation-minded businesses, individuals, nonprofits, and special events to conduct outreach on behalf of the organization;
- Other tasks as assigned.

Qualifications:

- Degree-seeking student at a college or university;
- Strong communication and interpersonal skills;
- Strong organizational skills;
- Professional and relationship-oriented.

Compensation:

The Intern will have the opportunity to work up to 20 hours per week at a rate of \$15/ hr (maximum 200 hours).

Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity, and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.