**Sustainability Communications & Marketing Intern**

Wages: Volunteer, with opportunity to gain course credit

Hours Per Week: 20

Expected Dates of Employment: May 20, 2019 – August 23, 2019, with possibility for extension

**NATURE OF WORK**

Provide support to the Director of Sustainability, Sustainability Project Managers, the City’s Communications Officer to develop high-quality communications services that can inform the public, as well as internal City departments, and external peer cities and research institutions, about the City’s sustainability and resilience goals, strategies, and progress. Translate complex sustainability topics and data into creative and informative storytelling across fact sheets, informational print and social media campaigns, case studies, email blasts, website content, presentation slides, briefing sheets and talking points, and other media that can be easily understood by a variety of audiences. Assist in the development, organization, and editing of content for a quarterly sustainability newsletter. Attend a variety of meeting to gather information on upcoming sustainability-related events, initiatives successes, and efforts to maintain an ongoing and up-to-date communications strategy. Ensure that content and information developed and shared is accurate, consistent, and branded appropriately.

Potential skills to be gained from this position include the following:
- Experience with marketing and communicating sustainability topics
- Increased knowledge and understanding about sustainability initiatives within the City
- Opportunity to work as part of a team of sustainability and communications professionals

**MINIMUM REQUIREMENTS:**

Undergraduate degree (or in pursuit, with at least 60 semester hours completed), in Communications, Marketing, Education, Environmental Science, Public Admin., Sustainability, Social Sciences, or a related field. Excellent oral and written communication skills and proficiency of basic computer and web applications (e.g., Microsoft Office, Outlook, etc) required.

Ideal candidate is highly-motivated, team-oriented, and creative with excellent attention to detail and good time management skills. Strong understanding of sustainability issues and experience with translating complex information into relevant and understandable communications for multiple audiences preferred. Experience with graphic and/or multimedia design and social media marketing a plus.

Valid Florida driver’s license is required and a background check will be conducted prior to hire.