

Job Description

Job Title: Marketing Communications Intern
Job ID: 39405
Location: Hawaii
Full/Part Time: Full-Time
Regular/Temporary: Temporary

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OFFICE LOCATION

This position is located in Honolulu, HI.

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

Our Diversity Internship Program is in its 4th year and we're thrilled to watch it grow! Come be a part of this exciting internship program where you can participate in various internships that match your interests, and work in places from Arlington, VA to Hawaii!

ESSENTIAL FUNCTIONS

- Draft and design social media plans and content.
- Generate outreach and support materials. Prepare presentations related to TNCHawaii community based-marine conservation and outreach and other projects, as needed.
- Write newsletter articles, press releases, website updates, and op-ed pieces related to TNC Hawaii terrestrial and marine programs.
- Add images to TNCHawaii photo library (using appropriate software).

BASIC QUALIFICATIONS

- Some college credit required.
- Experience with social media for marketing communications such as Facebook and Twitter or Google+ or whatever is the current hot tool. Experience using social media tools to generate interest and increase attention to an individual or organization.
- Experience writing or editing one or more of the following: press release, newsletter articles, project summaries, web-site articles/stories, fact sheets or equivalent.

PREFERRED KNOWLEDGE AND SKILLS:

- Excellent verbal and written communications skills; ability to produce content for different mediums and in different styles (for example, understands how to write promotional language for web vs. print materials and how that differs from a press release or brochure).
- Has completed at least two years of college or is at the junior or senior level; or equivalent professional work experience. Able to coordinate and complete multiple projects.
- Excellent writing and creative skills – ability to translate technical information into simple language. Ability to create multi-media presentations and simply laid out print materials (such as fact sheets) with MS Office Suite software.
- Experience with creating multi-media presentations and with simple graphic design and layout.
- Experience with/proficiency in MS Office with excellent skills in Power Point and a quality graphic aesthetic.
- Familiar with/proficiency with technology tools including Iphone, Ipad, etc.
- Graphic design skills, experience with Photoshop or other graphic design tools; able to create simple graphics and edit photos. Able to make quick, simple videos using flip cam or similar tools. Ideally, is also able to edit existing video footage into montage for use in Power Point or related promotional presentations.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Clear verbal and written communication.
- Able to formulate and clearly communicate, and if needed, market ideas to others.
- Solid communication and presentation skills.
- Ability to talk with many people in an event venue, staying on message and presenting a professional, cheerful demeanor.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work is performed in a typical office setting but may require willingness to work long hours as required. Occasional work outside the office is required.

HOW TO APPLY

To apply to position number 39405, submit resume and cover letter as one document. **A resume and cover letter are required to be considered for the position.**

Your cover letter must include the following information: 1) Why is diversity and inclusiveness important to you? 2) What qualifications or credentials can you bring to this position?

All applications must be submitted in the system prior to 11:59 p.m. Eastern Time on December 19, 2011.

Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position.

You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited.

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.

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