



## Media Internship

### North Woods and Waters of the St. Croix Heritage Area

**Contact Person:** Suzanne Lindgren, Chair of Communications, Education and Outreach Committee

**Paid position:** Unpaid, with expenses (mileage, etc) paid. This internship is open to students looking for college credit.

**Hours:** Negotiable

**Starting Date:** Negotiable

**Deadline for Application:** Tuesday, September 8, 2020

**NORTH WOODS AND WATERS OF THE ST. CROIX HERITAGE AREA** promotes the natural, cultural and historic resources of the St. Croix River watershed of Minnesota and Wisconsin.

#### OVERVIEW:

Media Interns will develop and support the digital brand presence of North Woods and Waters of the St. Croix Heritage Area. The Media Internship will last four to six months. This internship is flexible and can be scheduled to accommodate other commitments and varying time frames.

#### MEDIA INTERN RESPONSIBILITIES:

- Creating social media content calendars and scheduling posts for Facebook and Instagram
- Creating a library of stock images to for North Woods and Waters to use
- Create newsletters and other communication
- Document programs and events through various media
- Other duties as assigned and opportunities for special projects

#### ELIGIBILITY:

- Interns must be at least 18 years of age or older during the time of internship
- Interns must be U.S. residents and/or applicants who have a valid work visa

#### DESIRED QUALIFICATIONS:

- Applicants should be a dependable, organized, friendly, detail-oriented, flexible individual possessing strong written and verbal communication skills. They should be able to manage multiple projects and work independently when needed.
- The applicant must possess an undergraduate degree or be currently studying towards an undergraduate or graduate degree in nonprofit administration or development, cultural heritage management, environmental studies, marketing, communication, or related field.

**Software:** (Some training provided) MS Office, Google Drive. Experience with social media platforms is required. Experience with the Mailchimp platform is a plus, but not required. Some experience with Adobe Creative Suite is desired.

**Technology:** Photography and videography equipment.

#### EDUCATION CREDIT:

We will work with all higher education institutions to ensure you will receive credit for your experience, if applicable.

#### APPLICATION PROCESS:

Application Requirements: Send a cover sheet and resume to [northwoodsandwaters.manager@gmail.com](mailto:northwoodsandwaters.manager@gmail.com).