



Part Time Communications Intern North Woods and Waters of the St. Croix Heritage Area

Contact Person: Marty Harding, NWW Board and Alyssa Auten, NWW Project Manager

Paid position: \$18.00 per hour. This internship is open to students looking for college credit.

Hours: Up to 10 hours per week, for three to six months

Starting Date: Negotiable

Deadline for Application: Ongoing

NORTH WOODS AND WATERS OF THE ST. CROIX HERITAGE AREA, a non-profit organization, is seeking a motivated individual to provide support to the Board Co-Chairs and Project Manager.

OVERVIEW:

Communications Intern(s) will develop and support the marketing and communications of North Woods and Waters of the St. Croix Heritage Area. The Internship will work primarily remotely up to 10 hours per week, for three to six months. This internship is flexible and can be scheduled to accommodate other commitments and varying time frames.

JOB RESPONSIBILITIES

- Significantly grow the organization's contact database through direct outreach.
- Contribute and update social media efforts and presence, including preparing content for Facebook and Instagram.
- Conduct content updates on website.
- Contribute to content of newsletters.
- Assist in writing and editing grant applications.
- Manage Zoom meetings as necessary.
- Attend committee meetings as necessary.
- Participate in tabling opportunities in order to communicate and promote North Woods and Waters.
- Participate in other tasks related to internship objectives.

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:

- 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.
- Interest and curiosity in one of NWW's three core areas: nature, culture, history.
- An effective communicator; strong written and oral communications skills.
- A self-motivator who will contribute to various team needs.
- Strong attention to detail.
- Ability to manage multiple work projects and work independently.
- Organizational, project and time management skills.
- Demonstrated ability working with social media platforms.
- Basic knowledge of Google Suite and MS Office.
- Experience with iContact, Photoshop, InDesign and/or Illustrator a plus (not required).
- Ability to thrive in a team-oriented environment & willingness to learn.

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.

We encourage you to apply even if you feel like you don't fit 100% of the technical requirements.