

Opportunity Announcement: Communications Intern

Position Title:	Communications Intern
Status:	Part-time (8-12 hours/week), Hourly/Non-Exempt, One-year assignment
Reports To:	Communications Coordinator
Compensation:	\$18/hr

The **Pepperwood Foundation** is currently seeking an undergraduate student or recent college graduate to serve as our organization's **Communications Intern**. This paid internship will provide excellent hands-on work experience in communications and outreach. As a **Communications Intern**, you will have the opportunity to build skills in the fundamentals of communications and gain experience as part of Pepperwood's Operations, Communications and Development team.

Organization Overview

Pepperwood owns and operates a 3,200-acre nature reserve in Sonoma County dedicated to ecological research and education. The mission of Pepperwood is *to inspire conservation through science*. Pepperwood's **Dwight Center for Conservation Science** is a 9,400 square foot LEED-certified green building equipped with administrative, educational, and research facilities to support the programs at Pepperwood Preserve. The Center provides an administrative base for approximately 24 staff (including administrators, naturalists, educators, and seasonal field staff) and serves as a venue for regional conservation gatherings and workshops. Our primary 2020-25 initiatives can be reviewed here: <https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/>

Job Summary

This position's responsibilities will include, but not be limited to, research, generating raw materials for outreach products, and assisting in the creation and distribution of various collateral, publications, and social media campaigns. As an intern, under the oversight of the Communications Coordinator, you will bolster Pepperwood's brand and messaging by having the opportunity to:

- Document events onsite at the preserve (via photography, video, audio interviews, etc.)
- Assist with key content production support tasks including file management, image formatting and archiving
- Assist with the production and distribution of written and graphic content such as infographics, videos, photos, blogs, flyers and press releases
- Support execution of social media campaigns via web, Facebook, Instagram, Twitter, and custom platforms
- Research posts, relevant tags, etc., across social media platforms to identify effective and relevant formats and models to use in our outreach efforts
- Support publication and media coverage tracking and archiving
- Assist with social media tracking to evaluate campaign performance, engage partners, and stimulate interactions with our community.



The ideal candidate will be an advocate for the environment; a self-starter, who is organized and creative, and interested in working as part of a team; an active, engaged, and knowledgeable social media user with technological savvy; in possession of strong written and verbal communication skills; and proven photography and cinematography skills.

Essential Requirements

- Passion for the environment
- Strong work ethic and willingness to learn
- Ability to show proof of student/graduate status or vocational program participation by one of the following: course registration material OR diploma, or recent transcripts
- Valid Drivers' License
- Ability to satisfy I-9 requirements

Non-essential preferences:

- Speaks Spanish
- Interest in conservation science is a plus

Work Environment:

Indoor & Outdoor: Central office with access to computer workstation is available, with flexibility on many tasks for remote work. Participation in or observation of outdoor classes and events will be required, many of which take place on weekends.

Work Hours: There is some flexibility in scheduling – the supervisor will seek to optimize the intersection between Pepperwood events and the intern's available working hours, and hours may vary within the range provided in response to events and publication deadlines.

Physical Requirements:

Continuous sitting at computer workstation. Fine finger movements and manual dexterity. Some bending, lifting up to 35 lbs, grasping. Requires capacity to navigate two-story building and to assist with occasional room set-up. Visual capacity for server workstation use and document review. Site visits will require navigation of 3,200-acre research station via vehicles and on foot across variable terrain. Ability to hike up to 3 miles with a 20lb backpack, and to navigate natural hazards including weather, poison oak, ticks, and snakes, with supervision.

Compensation: \$18 per hour

Pepperwood values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. Pepperwood is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need. We encourage interested applicants to apply even if they do not possess the full range of ideal skills and experience.

Contact Information:



Qualified candidates should submit a cover letter with a curriculum vitae, a sample of photographic and cinematographic work, and three references to hr@pepperwoodpreserve.org with the subject line Communications Intern – (Last Name). We will directly contact candidates selected for an invitation to interview. No phone calls please.

Pepperwood is an Equal Opportunity Employer. All qualified applicants will be given equal consideration without regard to race, religion, color, sex, disability, political belief, sexual orientation, gender identity or expression, age, or marital/familial status.