Internship Opportunity

Public Relations and Marketing Internship

The Public Relations and Marketing Intern will serve as support to help promote Trust events and programs. The intern will also help with various office tasks present. This will be an opportunity to gain experience working in an office environment with a local non-profit organization.

Areas of Responsibility

- Collaborates with Programs Director and Communication and Outreach Manager to update various community calendars with the most recent events happening at the Trust
- Develops flyers to be used to promote Trust events
- Office support for Trust programs including River Camp, Parties for the Parkway, Education Programs, River Tours, Development, Habitat Restoration, and River Center Events
- Participate in planning and coordination various Trust Events
- Facilitate social media content collection and publication

Required Qualifications

- Bachelor’s Degree or working towards a Bachelor’s Degree in a related field to the position
- Excellent verbal and written communication skills and ability to work productively with staff members
- Experience with graphic design and the creation of flyers
- Experience using Microsoft Office Programs including Microsoft Word, Excel, and PowerPoint, and Publisher

Additional Desired Qualifications

- Interest in conservation and issues related to conserving San Joaquin River Lands
- Interest in getting college age people involved with the River Parkway Trust through volunteer or programs
- Interest in helping increase Trust’s reach through helping grow the amount of Facebook “Likes” and Instagram “Follows”

This is a part-time entry level internship that is unpaid