



Summer Communications and Public Relations Intern June – August 2015

The Schuylkill Center for Environmental Education, an urban environmental education center in the Roxborough neighborhood of Philadelphia, seeks an intern to support the Center's public relations efforts.

About the Schuylkill Center:

The Schuylkill Center, the first environmental education center in a large American city, was founded in 1965. With diverse educational programming offered to all ages, preschool through graduate school and beyond, 36,000 people participate in the Center's programming annually. In addition, the center offers the nation's most ambitious environmental art program housed in a nature center, opened the state's first Nature Preschool in September 2013, and runs the only wildlife rehabilitation clinic in a four-county region.

Internship Description:

The intern will gain experience in nonprofit marketing and communications, including mission-driven communications, outreach, and graphic design. This is an excellent position to gain foundational office and research skills within a dynamic, unique, and successful not-for-profit organization.

Internship responsibilities will include assisting with:

- Promotion of programs and events, through traditional, web-based, social media, and other channels;
- Press communications, including drafting press releases and contacting digital and print media outlets;
- Design, proof, and distribute communications including posters, fliers, newsletters, calendars, catalogs, and postcards.
- Design and produce weekly summer camp newsletters;
- Photography as needed for summer camp and public programs;
- Written and spoken communication with outside organizations and businesses;

In addition to day-to-day operations, the intern is invited to participate in and assist with events, many scheduled on evenings and weekends.

The internship starts in June 2015 and runs through August 2015. It is part-time (up to 20 hours/week), dates are flexible, and it is tailored to the intern's schedule. Both students and graduates are encouraged to apply. Internships are unpaid.

Requirements:

A big-picture, creative, and integrative mindset and an ability to work on diverse tasks are critical to this internship. Excellent written and verbal communication skills are essential; an interest in communications, exhibition programming, environmental art, environmental science, and/or environmental education and an innovative, problem-solving mindset are preferred.

Applicants must be reliable with a positive attitude, collaborative spirit, and the ability to work both independently and as part of a team. Laptop computer and car strongly preferred. Limited weekend and evening availability is preferred but not required.

Application Procedure:

Please send a cover letter of interest, a current resume, and two references with email addresses and phone numbers by May 1, 2015. Please email to Anna Lehr Mueser (anna@schuylkillcenter.org) and include "2015 summer internship" in the subject line.

Anna Lehr Mueser, Public Relations Manager
anna@schuylkillcenter.org