



Communications Internship

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

Internship Description:

The intern will spend their time in the Communications department, offering exposure and experience to a motivated and engaged student. The intern will gain experience in nonprofit marketing and communications, including mission-driven communications (digital, social, and print). The intern will work closely with the Director of Communications on projects related to all programs and departments, including environmental education, art, land stewardship, and the Wildlife Clinic. 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;
- Project management;
- Press communications, including drafting press releases and contacting digital and print media outlets;
- The design, proof, and distribution of communications including posters, fliers, newsletters, calendars, catalogs, and postcards.
- 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, including those scheduled on evenings and weekends.

The internship is part-time (20-30 hours per week), and will be tailored to the intern's schedule. A \$100/month stipend is offered.

Both students and graduates are encouraged to apply. We are happy to support interns receiving course credit for their work at the Schuylkill Center within the requirements of the intern's enrolled university.

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 and/or environmental education and an innovative, problem-solving mindset are preferred. Experience in graphic design is a plus.

Applicants must be reliable with a positive attitude, collaborative spirit, and the ability to work both independently and as part of a team. Limited weekend and evening availability is preferred but not required. Please note that the Schuylkill Center is not easily accessed via public transportation from many areas.

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 and opened the state's first Nature Preschool in September 2013.

Application Procedure:

Please send a cover letter, a current resume, and two references with email addresses and phone numbers. Please email Amy Krauss (akrauss@schuylkillcenter.org) and include "Communications Internship" in the subject line. The position is open until filled.