

Title: Marketing and Communications Intern

Reports To: Eric Paquette

Duties and Responsibilities:

- Draft and post social media posts (Facebook, Instagram, Twitter, etc.) focusing on science communication and relevant events
- Assist with creative writing, advertising, and fundraising efforts
- Assist with website maintenance and donor database management
- Represent the Bolsa Chica Conservancy at outreach events
- Assist in annual events such as the annual gala, Earth Day Festival, etc.
- Lead guided tours, assist with service events, and WOW visits
- Perform hosting duties at the Interpretive Center when necessary, including general upkeep of Interpretive Center like sweeping and ensuring the restoration tools and supplies are organized
- Participate in cross training, team building, and staff meetings
- Carry out assignments and projects as assigned and as required

Position Requirements:

- B.A. or B.S. in Communications, Natural Sciences, or related fields of study; or enrollment at a Junior College or University in the above fields of study
- Long-term session: Minimum of 500 hours completed by end of internship period
- Short-term session: minimum of 240 hours completed by end of internship period