



JOB TITLE: Communications Intern

LOCATION: Split between Remote, Friends of Acadia Bar Harbor Office, and Acadia National Park

COMPENSATION: \$17/hour (+ college credit if applicable program)

HOURS: 15/hours week minimum w/flexible schedule; requires a 6-month commitment (Ideal: April-Sept.)

JOB SUMMARY: The Friends of Acadia communications intern has the opportunity to gain broad marketing communications experience by assisting the Communications Director and other members of the communications team. The role includes: Writing, editing, and proofing-reading assignments ranging from feature articles in *Acadia* magazine, to press releases, to membership materials, to news items and stories for the website; updating the organization's website in WordPress; project support and tactical implementation. This position is ideal for someone who has an interest in building their writing portfolio; who wants to develop a broad range of strategic and tactical communications skills; and someone who is a quick learner and contributor, and an enthusiastic team player.

RESPONSIBILITIES:

- Write, edit, and proof-read articles, news stories, and project updates for *Acadia* magazine,
- Assist in drafting press releases and media advisories, building press lists, and tracking news,
- Write and update content for the organization's website using WordPress – opportunities to learn more about search engine optimization.
- Assist in developing content for E-News and social media posts.
- Research and track conferences, events, and other presentation opportunities for Friends of Acadia and partners to present to key audiences on climate change in Acadia.
- Gather, track, and analyze available metrics for social media and the website.
- Support the Communications Director in a variety of communications planning and implementation efforts, including providing support to the organization's strategic communications planning effort.
- Other duties as assigned.

QUALIFICATIONS:

- College junior, senior, graduate student or recent graduate – recommended for marketing communications, marketing, or journalism major.
- Excellent communication, organizational, and people skills.
- Very strong written communication skills with an interest in learning and growing as a writer while building a portfolio.
- Must possess working knowledge of Microsoft Office Suite. WordPress CMS and Photoshop knowledge is preferred.
- Demonstrated attention to detail.
- Ability to juggle multiple projects and deadlines.
- Must be self-motivated with a 'can-do' attitude and a strong desire to learn.
- Supportive, collaborative, friendly and a collaborator.

APPLICATIONS:

The application deadline is January 20, 2022. To apply, please send cover letter, resume and three writing samples to: Lori Schaefer, lori@friendsofacadia.org.

ABOUT FRIENDS OF ACADIA:

Friends of Acadia is an independent nonprofit organization founded in 1986, with about 20 full-time staff and many seasonal employment opportunities. Friends of Acadia preserves, protects, and promotes stewardship of the outstanding natural beauty, ecological vitality, and distinctive cultural resources of Acadia National Park and surrounding communities for the inspiration and enjoyment of current and future generations. Learn more at friendsofacadia.org.