

INTERN POSITION
Communications Intern
LEGACY LAND CONSERVANCY

Reports To: Donor Stewardship & Communications Manager

Hours of Work: 8-10 per week

Start Date: September 1, 2020 through December 31, 2020 (Potential for 4-month extension)

Pay Range: Monthly Stipend of \$300

Preferred Experience: 1 year of related college-level coursework

Overview: The Communications Intern will assist with producing content for various media platforms that elevate the communications, marketing, and development efforts specifically related to the 50th Anniversary of Legacy Land Conservancy.

Responsibilities: Specific responsibilities include working with staff, donors, and volunteers to develop, write, and edit content for a variety of Legacy media channels, including but not limited to website, newsletter, promotional materials, social media, and video.

Duties may include:

- Write content for website posts, newsletter articles, and promotional materials
- Design and write social media content (Facebook, Instagram, Twitter)
- Assist with creating compelling visual content through the use of infographics, photos, and videos
- Assist with development of creative concepts and marketing strategy promotion
- Capture and develop media content from current and past organization information (projects, press clippings, photos, historical documentation)
- Other tasks as may be assigned from time to time

Job Skills:

- Excellent written communications skills with experience in editing and copy writing
- Strong oral communications skills with solid understanding of interviewing skills
- Good research skills; ability to collect and synthesize information from diverse sources
- Ability to organize, implement, and manage a variety of projects
- Ability to work well in small team/office environment
- Excellent computer skills with experience in Adobe Creative Cloud and social media platforms; helpful if experienced in video editing (but not required)

Other Requirements:

- Dependability, flexibility, and ability to maintain confidentiality and work within deadlines
- Ideal candidates will be energetic, inventive, hardworking, social media and web-savvy, and brimming with ideas about creative ways to engage audiences in the organization's mission

Legacy Land Conservancy

Legacy Land Conservancy is an accredited land conservancy founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw and Jackson counties, Legacy's mission is to protect local nature and farmland, today and forever. To date, Legacy has protected properties totaling over 9,500 acres of land, including 7 nature preserves that are open for all to enjoy. More information: www.legacylandconservancy.org.

To apply: Respond with résumé, cover letter: Pam Bierzynski, Donor Steward & Communications Manager. Legacy Land Conservancy, pam@legacylandconservancy.org (email subject line: Communications Intern 20-21) Position will be kept open until filled.