

COMMUNICATIONS AND DEVELOPMENT INTERN SOUGHT FOR GREEN BUILDING ALLIANCE

Overview:

- Paid internship for 20 - 30 hours per week, with duration of internship negotiable and dependent upon performance.
- Intern will support various communications and marketing aspects of GBA's operations, with specific assignments to support Education, Resource Center, and web site.
- We're looking for someone who is committed to advancing sustainability in the SWPA region.
- Candidates would display a desire to advance their careers in nonprofit communications and development.
- This position offers creativity in creating content, but also builds necessary skills of professional processes and nonprofit operating practices.

Skills:

- Required: Excellent written communication skills, with proven experience delivering on a deadline for various output formats: newsletter, writing for a web site, etc. Candidates are required to submit writing samples along with their application.
- Required: Excellent verbal communication skills.
- Required: Research skills using Internet, secondary resources and primary research (interviewing) techniques.
- Required: Knowledge of Microsoft Office programs Word, Excel, and Outlook required.
- Required: Demonstrated basic layout skills and some visual communications capability. Candidates are required to submit samples of their design and layout work.
- Highly desirable: Knowledge of Microsoft Office programs Publisher and PowerPoint.
- Highly desirable: Knowledge of Dreamweaver software.

Duties:

- Prepare electronic promotions, including graphics and text, to support various GBA events and educational programs.
- Research and write material to support GBA web site.
- Research and write standard Fact-sheet style responses to FAQs submitted to GBA's Resource Center
- Upload files to GBA web site, and handling other duties related to keeping web site current.
- Occasional proofreading to Chicago Style manual.
- Support administrative functions for fundraising and membership
- Data entry and cleaning in Dynamics 365 CRM software

Internship Learning Goals

- Building your portfolio
- How to write media advisories and press releases
- Campaign and project management skills
- Donor Stewardship
- Deep understanding of CRM software applications

Please respond via e-mail if interested to: info@gbapgh.org. Include cover letter, resume and writing samples. Also make sure you state in your cover letter the dates you are available for the internship and how many hours/week you could work.