



Chesapeake Bay Trust Development, Marketing & Communications Intern Paid Internship: Spring 2022 with Option to Start Early

Are you ready for your launching point into a dynamic career in the environmental sector? Eager to leverage your communications skills for good? Do you love the Chesapeake Bay and seek a paid and mission-minded internship that connects your work to the water?

The Chesapeake Bay Trust seeks a Development, Communications, and Marketing Intern for 8-10 hours/week for the Spring 2022 Semester, with an option to start as early as November 2021.

As our Development, Communications, and Marketing Intern, you will learn and serve alongside a growing team at a critical juncture at the Trust. You'll have your hand in an organizational re-brand, an expansion of our marketing and merchandise program, storytelling about the Bay and its changemakers, and building coalitions of donors to support environmental justice.

At the conclusion of your internship, you will be proud of your marketable skills in digital content creation, innovative social media campaigns, special event execution, database management, and the art and science of donor relations. You'll have expanded your professional network in and beyond the environmental sector. Finally, you will have contributed to the critical work of the Chesapeake Bay Trust, the region's foremost environmental grantmaker that harnesses the power of small groups to ensure we all have healthier, cleaner, greener communities.

This is a hybrid remote/onsite internship with utmost flexibility. Candidates are encouraged to support onsite tasks at certain times of the year and for key local events. The Chesapeake Bay Trust office is located in Annapolis, Maryland with a dedicated parking lot.

The intern reports dually to the Trust's Vice President for Development and Marketing and Communications Officer and works closely with staff organization-wide.

Responsibilities:

- Digital Content Creation: Write, edit, or contribute to eNewsletters and eBlasts, social media, blog posts, web content, and other media.
- Special Events: support the promotion, planning, and execution of the Trust's signature Legislative Reception (January 20 in Annapolis), Treasure the Chesapeake Gala (May 5 in Baltimore), frequent Speaker Series convenings, donor receptions, and media events.
- Media Monitoring.
- Photography: Secure or source photography from partner and grantee events, projects, and mission-related images for strategic use across Trust communications platforms.
- Donor Relations: support gift and donor data entry, donor correspondence, prospect research, and other fundamentals in development.

Skills and Qualifications

Required

- Strong literacy in MS Office, the Adobe Suite and/or Canva. Ideal applicants can execute mail merges, manipulate data and formulae in Excel, and design basic graphics.
- Experience in digital/social media.
- Strong writing skills, including drafting, editing, and proofreading.
- Extreme attention to detail.
- Demonstrated ability to work independently and effectively with deadlines.
- Ability to travel to the Trust's Annapolis office and work some evening/weekend hours.

Preferred

- Experience with website management (Wordpress a plus) and email marketing platforms.
- Advanced skills in one or more of: graphic design, digital content creation, media relations, special event management, donor relations, or data entry.
- Pursuit of an undergraduate or graduate degree in marketing, journalism, communications, or related field. Students majoring in other fields must have significant experience in communications or marketing.
- Knowledge of or interest in conservation, sustainability, environmental justice, and/or community engagement.

Compensation: \$15.00 per hour, 8-10 hours per week (days and hours subject to event needs and applicant's course load.)

Term: Spring 2022 Academic Semester with options to start early (November/December, including over the winter break) and to continue through June 2022.

To Apply, please submit: Cover letter and Resume to Sarah Higgins, shiggins@cbtrust.org. please type "Development, Marketing, and Communications Intern – last name" in the email subject line. Applications will begin to be reviewed upon receipt. The position will remain open until filled. No phone calls, please.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color.