



Position Description Marketing & Communications Intern

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the United States with over 2,000 acres of deciduous forest, prairies, and wetlands along the Missouri River. The mission of Fontenelle Forest is to provide a place where people can experience and enjoy the quiet wild of nature. We want to inspire current and future generations to care for the natural world.

Fontenelle Forest seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for well-known community based nonprofit organization. Are you learning marketing or journalism and want to work for a non-profit? Maybe you are studying environmental sciences and want to learn more about marketing. Fontenelle Forest seeks a creative self-starter to assist Fontenelle Forest with its communications efforts.

The manager of marketing and events will work with your internship requirements/needs to help you get the most out of your experience at the Forest. Every day of the week is different in the marketing department, so you could be photographing owls getting their vaccines, or canoeing around to film summer camp activities, or working on updating our social media platforms all afternoon.

Responsibilities:

- Update and maintain Fontenelle Forest's social media presence, including scheduling posts in Social Report
- Assist in planning, writing and managing email blasts
- Draft, distribute, and pitch news releases, media alerts and other stories
- Design flyers, graphics, evites and other marketing material for events hosted by Fontenelle Forest
- Update the Fontenelle Forest website
- Organize and attend monthly communications meeting including preparing agenda and taking minutes
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

Qualifications:

- Previous internship or related experience in marketing or communications is a plus
- Firm grasp of available tools and platforms in the online marketing space such as Social Report, Canva, etc.
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing, Communications or Public Relations)
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired.
- Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize and meet deadlines
- Enthusiasm for the mission of Fontenelle Forest and its environmental conservation and education programs

Start Date: Position open until filled, requires 3 – 6 month commitment.

Hours: 10 – 20 hours/week, preferably 2-3 days a week in the office.

Compensation: This is an **Unpaid/Volunteer** internship

To Apply: Please send cover letter and resume to dmeyer@fontenelleforest.org

FONTENELLE FOREST

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.