

### **CEC Marketing & Communications Internship**

**CEC Background:** Since 1994 the Corvallis Environmental Center (CEC) has been actively working to educate, engage and inspire people to create a healthier, more sustainable community. The CEC's three core programs are leading the way in achieving these efforts: Avery House Nature Center, Energize Corvallis and the Edible Corvallis Initiative. These programs focus on strengthening people's relationships to nature, food and community – on a local, regional and national level. The CEC is a 501(c)(3) non-profit.

**Position Description:** Are you computer and social media savvy? Have a flair for marketing? Love talking to people? Then join the Corvallis Environmental Center as an intern. Learn more about community outreach, engagement, fundraising, events, marketing and nonprofit development. Get a behind the scenes look at what makes our organization work and gain knowledge in each of our program areas.

#### **Job Responsibilities:**

The Marketing & Communications intern will work under the supervision of the Outreach & Events Coordinator and will be responsible for the following:

- Participate in CEC internship orientation.
- Participate in at least one CEC event.
- Manage and schedule the organization's social media communications.
- Maintain, manage and grow the organization's online presence.
- Assist in planning, organizing, and implementing regular outreach events.
- Support staff and volunteers in advertising and soliciting in-kind donations for events.
- Take an active role in the community by attending special events, local business meetings, etc.
- Promote volunteerism by giving presentations, and attending events.
- Refine your writing, design, and speaking skills promoting upcoming CEC events and programs.
- Cultivate useful communication and outreach skills.
- Support marketing projects for each of the programs.

#### **Qualifications:**

- Ability to communicate effectively with a diversity of people.
- Punctual and reliable.
- Highly organized.
- Experience using all Microsoft Office products and Google-Drive.
- A self-starter: ability to take initiative.
- A desire to learn about social media.
- Experience with Wordpress and Adobe Suite a plus.
- A positive attitude!