



THE SUSTAINABILITY INSTITUTE

Communication & Marketing Internship

Overview:

The Sustainability Institute (SI) is a local environmental non-profit that works on empowering South Carolinians to conserve energy and reduce our environmental footprint where we live and work. We do this through education and outreach, workforce training, sustainably-focused city planning, and by providing direct services.

Please review our website for further details on our programs: www.SustainabilityInstituteSC.org

Job Description:

- Creatively design and communicate the inspirational stories of SI's programs and members.
- Help to maintain SI's presence on online by engaging visitors in deeper levels of involvement.
- Research and design innovative ways to improve engagement within the community.
- Monitor media outlets for relevant news and trends that can be used for coverage of SI.
- Assist in communication and marketing updates with SI partners.
- Participate in SI and Upper Peninsula Initiative Gathering events held throughout the year.
- Work with the Development Associate to support their efforts in research and outreach.

Qualifications:

- Commitment to the mission of The Sustainability Institute.
- Experience with email marketing platforms and social media.
- Creative background for marketing and communication design.
- Outstanding oral and written communication skills.
- A minimum of 10 hours/ week.

Learning Objectives:

- Gain experience with effective writing and communication skills.
- Interact with other nonprofits, city officials, community leaders and sustainability enthusiasts.
- Develop and improve communication skills within a vast majority of professional groups.
- Learn new software programs such as Salesforce, Vertical Response, CrowdReach, etc.



THE
SUSTAINABILITY INSTITUTE

Requirements and Details:

- The internship is for 15-20 hours/week including occasional evenings, and will be 10-12 weeks in length.
- Schedule is flexible.
- This position is unpaid.
- Reports to Katherine Westmoreland Richards and other SI team members.

To Apply:

- Send your resume to Katherine@sustainabilityinstituteSC.org with "Communication & Marketing Internship" in the subject line.
- This is an unpaid internship; arrangements can be made for course credit. Applications will be considered on a rolling basis for upcoming internship opportunities.
- We currently have two internships available for fall.
- **Fall Term: September through December - Application deadline is September 5th**
- Spring Term: January through early May - Application deadline December 5th.
- Summer Term June through late August - Application deadline May 15th.