

Back to Natives RESTORATION

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P.O. Box 10820
Santa Ana, CA 92711
'Saving Habitat One Person at a Time'



Communications Intern

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- writing **press releases**, media alerts, bios
- updating and maintaining media lists, contacting media
- assembling a press kit
- assisting with **email marketing**
- assisting with social media
- **graphic design** if qualified (infographics, collateral materials, etc.)
- **video** development, if qualified
- update website (develop planned giving page)
- research, help with developing white papers, native plant booklet
- providing support at special events

REQUIREMENTS: College-level coursework in public relations, marketing, advertising, communications or journalism. Enthusiastic. Excellent writing skills. Comfortable talking on the phone and in person. Potential interns must present their degree audit (preliminary transcript), showing their major classes and major GPA. Students with less than a 3.0 GPA in their major will not be accepted. During the interview potential interns will take a short 10-question quiz that identifies how knowledgeable the student is in Public Relations and Communications.

Skill in: the use of a personal computer and current office software applications.

Ability to: communicate effectively both orally and in writing in English. Public speaking skills helpful.

SPECIAL REQUIREMENTS

Must be willing and able to work evenings, weekends, and holidays as needed.

APPLICATION AND SELECTION INFORMATION

All applicants are required to complete and submit an application form. Resumes will not be accepted in lieu of an original application but can augment that application.

Back to Natives Restoration will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview.

Back to Natives Restoration is an equal opportunity employer.