



## **DC INTERNSHIP OPPORTUNITY** **COMMUNICATIONS AND DEVELOPMENT ASSISTANT**

Amazon Conservation unites science, innovation, and community to protect the western Amazon - the greatest wild forest on Earth. We do so by empowering people to become champions for nature, protecting 4 million acres of wild places, and putting science and technology to work for conservation. Join our small but impactful team in DC to gain work experience while helping us protect this global patrimony!

### **What the position entails:**

Amazon Conservation is seeking a Communications and Development intern for our DC office to assist in:

- Crafting compelling stories and messages to promote the organization to a variety of stakeholders
- Creating educational materials for the general public to learn about conservation and the Amazon rainforest, including translating technical content to a lay audience
- Developing engaging content for digital assets, including website and social media and managing online communities on social media channels
- Supporting monthly e-newsletters writing & design
- Supporting marketing activities such as expanding media lists and conducting outreach
- Managing the organization's photo database
- Assisting with managing donor information database and individual giving efforts
- Researching funding opportunities and supporting the grant-making process
- Translating documents from Spanish to English and vice versa (if applicable)
- Supporting the organization in creating a process for reaching out to Congress and keeping up to date on environmental legislation
- Supporting the organization's new website development process through research of and content creation on conservation-related themes
- Assisting in other projects as needed

Dates of the internship are flexible, but should last roughly 5 months. Preference will be given to interns who can commit at least two full days/week (15 hours) in our office, though all are encouraged to apply.

### **What you get:**

Although our internships are unpaid, we hope to offer a great learning environment and let you have a leading role in projects that match your interest. If you are seeking credit for this internship, we are more than happy to work with you and your school to make that happen.

Through this internship, you'll:

- Get hands-on communications and development experience
- Be trained on a variety of softwares and databases to expand your technology skills
- Grow your resume and portfolio with interesting and relevant projects over which you'll have ownership
- Learn more about how nonprofits function and how they are managed



1012 14<sup>th</sup> Street NW Suite 625  
Washington, DC 20005  
Tel 202-234-2356 Fax 202-234-2358  
[www.amazonconservation.org](http://www.amazonconservation.org)

- Increase your knowledge of conservation, climate change, and environmental protection
- Learn from seasoned conservation professionals doing work in a variety of fields
- Contribute to the conservation of one of the most diverse and important ecosystems in the world

**What we are looking for:**

- Any college majors welcome, but preference is given to Communications, International Studies, and Marketing students
- Extraordinary writing and storytelling skills
- A “can-do” attitude and ability to take initiative
- Spanish proficiency strongly preferred, especially written
- Ability to multi-task and work in a team environment
- Knowledge of MS Office applications and Google Drive
- Graphic design skills including a good eye for layout (familiarity with Photoshop and InDesign ideal) and image editing experience
- Interest in conservation and Latin America preferred

**How to apply:**

Please send a cover letter and resume by email to [info@amazonconservation.org](mailto:info@amazonconservation.org) with the subject line "Communications Intern." Please indicate your availability (dates and hours/week) and level of Spanish in your cover letter. Applications will be accepted on a rolling basis; position is open until filled.