COMMUNICATIONS AND ADMINISTRATION SUPPORT INTERNSHIP

Amazon Conservation is a non-profit organization that unites science, innovation and community to protect the western Amazon—the greatest wild forest on earth. The organization empowers thousands of people every year, protects over 4 million acres of Amazonian rainforest, and promotes cutting-edge science and technology research and practices.

What the position entails:

Amazon Conservation is seeking a Communications and Admin Support intern to support our DC office. Duties include:

- Managing the organization’s photo database (Flickr)
- Support the creation of Amazon Conservation’s new website by inputting content, conducting research, formatting and proofreading
- Research and create educational materials and blog posts help the general public learn about conservation and the Amazon rainforest
- Crafting compelling stories to promote the organization to a variety of stakeholders
- Supporting monthly e-newsletter writing & design
- Developing engaging content for digital assets, including social media
- Assisting with managing donor information database (data-entry and clean-up)
- Researching funding opportunities and supporting the grant-making process
- Support the promotion of ecotourism activities including marketing and communication activities, for the organization’s research stations and birding lodges in Peru
- Translating documents from Spanish to English and vice versa
- Assisting with 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 and we cannot offer stipends, 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 communication, PR, research, and development experience
- Be trained on a variety of software 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
- 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, Journalism, and English majors
- 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
- Experience working with social media
- Graphic design skills including a good eye for layout (familiarity with Photoshop and InDesign ideal) and image editing experience preferred
- Interest in conservation and Latin America preferred

How to apply:

Please send a cover letter and resume by email to 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. No phone calls, please.