



1012 14<sup>th</sup> Street NW Suite 625  
Washington, DC 20005  
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[www.amazonconservation.org](http://www.amazonconservation.org)

## **COMMUNICATIONS AND DEVELOPMENT INTERNSHIP**

The Amazon Conservation Association (ACA) is a non-profit organization that works to protect the biological diversity of the Amazon basin through field projects in southeastern Peru and northern Bolivia. ACA currently protects over 3.8 million acres of Amazonian rainforest through conservation concessions, Brazil nut concessions, and research stations. Using cutting-edge science and innovative conservation tools, we established the world's first conservation concession and manage some of the best research stations in the tropics. ACA works with local communities and partner organizations throughout the region to protect these precious forests for local inhabitants and future generations.

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

ACA 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
- Developing engaging content for digital assets, including website and social media
- Supporting monthly e-newsletter writing & design
- Managing ACA's photo database
- Assisting with managing donor information database

Dates of the internship are flexible, but should last roughly from January through May. 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 Salesforce, a leading database software
- Learn more about how nonprofits function and how they are managed
- Increase your knowledge of conservation, climate change, and environmental protection
- Be involved in a branding exercise and learn more about that unique process for a nonprofit
- 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 Journalism, Communications, and Marketing students
- Extraordinary writing and storytelling skills
- A "can-do" attitude
- Spanish proficiency strongly preferred, especially written





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- Ability to multi-task and work in a team environment
- Knowledge of MS Office applications
- Graphic design skills including a good eye for layout (familiarity with Photoshop and InDesign ideal) and image editing experience
- Video editing skills preferred
- Knowledge of HTML and CMS platforms preferred
- 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.

