



## **COMMUNICATIONS AND DEVELOPMENT 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 currently protects over 4 million acres of Amazonian rainforest.

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

Amazon Conservation is seeking a Public Relations and Marketing intern for our DC office to assist in:

- Assist in developing and formalizing a PR strategy for the organization
- Conducting research and assisting in building media lists
- Tracking and monitoring press coverage and creation of press clippings
- Drafting press releases, media alerts, letters to the editor and pitches
- Support marketing activities for eco-tourism in Peru
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Executing media mailers as needed
- Managing and updating databases of contacts and mailing lists
- Researching PR grant opportunities such as <https://prgrants.com/what-is-this-all-about/>
- Assisting in managing fundraising events
- 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
- 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



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**What we are looking for:**

- Any college majors welcome, but preference is given to Communications, International Studies, Public Relations, 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 "PR 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.