



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 empowers thousands of people every year, protects over 4 million acres of Amazonian rainforest, and promotes cutting-edge science and technology research and practices.

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

- Help with internal organization and tracking of key Amazon Conservation Alliance events
- Conducting research on a wide variety of topics,
- Assisting with managing donor information database (data-entry and clean-up)
- Researching funding opportunities and supporting the grant-making process
- Translating documents from Spanish to English and vice versa
- Help develop engaging content for digital assets, such as social media
- Creating educational materials and answering public inquiries to help the general public learn about conservation and the Amazon rainforest
- Assisting with other projects as needed

Dates of the internship are flexible, but should last roughly 5 months. While normally preference would be given to interns who can commit at least two full days/week (15 hours) in our office, we are currently working remotely until further notice and all are encouraged to apply.

What you get:

Although our internships are unpaid and we cannot offer a transportation stipend, 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





Amazon Conservation Association
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- 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, International Studies, and Marketing students
- High attention to detail and organization
- Strong 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
- Experience working with social media
- Interest in conservation and Latin America preferred

How to apply:

Please send a cover letter and resume by email to applications@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.

www.amazonconservation.org

