Marketing and Communications Intern

In conjunction with Iowa State University’s Live Green Initiative, the Director of Sustainability is seeking one intern interested in the opportunity to market and build awareness related to sustainability and living green. This intern will work with another intern as a team in completing the position responsibilities listed below.

Position Description:
This is a paid internship at $12.00/hour. This position reports directly to the Director of Sustainability. The intern will serve as one of two interns making up the Marketing and Communications Team. The internship requires a commitment of 15-20 hours/week (schedule negotiable according to availability). Internship length is ~30 weeks, starting August/September, ending May (specific dates negotiable).

Position Responsibilities:
- Completion of seven, Live Green! Monthly newsletters – including writing (AP style), design, layout and digital document accessibility;
- Provide content for social marketing through Facebook, Twitter, Instagram, WordPress, etc. – in collaboration with the Social Media Engagement Intern; and
- Collaborate on event publicity – in collaboration with the Campus and Community Engagement Interns.

Position Qualifications:
- Must be a currently registered ISU undergraduate student.
- Must have strong writing and editing skills.
- Must be a team player and be flexible in terms of offering assistance to other projects and interns when necessary.
- Familiarity working within Constant Contact and with InDesign, Illustrator, Photoshop and Wordpress preferred.
- Knowledge of AP style preferred.
- An interest in service journalism is recommended.
- Awareness and familiarity with digital document accessibility is beneficial.

To Apply: Email a cover letter, resume, two writing samples, one design sample and three references to:
Samantha Martin
slmartin@iastate.edu

Deadline to Apply – March 22, 2024 at 5pm

Direct questions to: Merry Rankin, Director of Sustainability, 515-294-5052, mrankin@iastate.edu