

Outreach & Communications Intern

Title: Outreach & Communications Intern

Job Description:

Overview: The Gallatin River Task Force is seeking an outreach and communications intern to join our team. The O&E intern would assist with all facets of our communications program, with a particular focus on digital media production and planning. The ideal candidate will have a background and/or interest in digital communications, including new media storytelling, graphic design, social media content production, photography, videography, video editing, etc.

It is not imperative that the O&E candidate has a fully developed set of digital media production skills. We are looking for enthusiastic self-starters who are willing to learn, have a passion for river conservation, and an interest in all forms of storytelling.

This position has room to develop into a workload consistent with the interests of the O&E intern.

Objective/Purpose: The goal of this internship is to provide consistency to the Task Force's daily communications and ongoing branding efforts, including but not limited to social media, email marketing, graphic design, content production, website maintenance, and program administration.

In addition to assisting with the media side of communications, the O&E intern will also coordinate weekly in-person outreach such as volunteer events, tabling, Task Force-led outdoor outings, as needed fundraising events, etc.

The O&E intern will work closely with the communications manager to deliver consistent, high-quality digital media content. She/he will be a self-starter who is able to juggle multiple projects at once, prioritizing based on Task Force needs.

Primary Responsibilities:

- Daily content production and management for social media channels, email marketing, and website
- Manage social media calendars in coordination with communications manager and other program managers
- Produce engaging graphic design for digital and print advertising campaigns
- Write articles, blogs, columns as needed
- Attend weekly outreach events

Required skills/abilities:

- Interest in digital media production
- Strong written communication skills
- Keen eye for detail
- Willingness to learn
- Self-starter
- Photography and videography skills preferred, but not required

Term of Service and Time Requirements:

At least 3 months; up to 40 hours a week.

To apply, please send a resume and cover letter to headwaters@gallatinrivertaskforce.org.