

MO COALITION FOR THE ENVIRONMENT (MCE)

2020 WINTER/2021 SPRING INTERNSHIP

***Graphic Design/Photography/Communications Intern***

**Description:** Missouri Coalition for the Environment (MCE) is Missouri's independent, citizens' environmental organization for clean water, clean air, clean energy and a healthy environment. We are a trusted non-partisan advocate and state-wide partner supporting allied organizations around the state. We depend on the support of our members and donors in order to continue to protect Missouri's environment. To that end, we seek a dynamic self-starter with excellent interpersonal skills to support marketing, graphic arts, and photo/video efforts which could include assisting with photo-shoot events, writing assignments, and a special focus on graphic design skills. This is an outstanding opportunity for an individual interested in learning more about the environment, nonprofit fundraising, marketing, and communication initiatives.

**Are you a person with a creative mind who loves to connect people with nature and the environment? If so please apply for this internship!**

This is an opportunity to learn and apply relevant marketing and artistic skills in a fun filled virtual environment. The Graphic Design/Photography/Communications Intern will have a wide variety of projects, all of which build awareness for MCE through compelling visuals and great stories.

**Position Summary:** The successful candidate must demonstrate excellent photography and videography skills, as well as graphic design experience. The candidate will be responsible for creating images and videos which will be used for marketing purposes for social media, website, and external publications. Responsibilities will also include organizing and cataloging all images MCE stores on Google Drive, for future use by all staff and interns.

**Responsibilities:**

- The candidate must have an interest in learning more about protecting Missouri's environment.
- Assist with social media campaigns, drafting messages, taking photos, etc.
- Assist with troubleshooting and optimizing Google Drive photos with the team as needed, to create a user friendly and intuitive repository.
- Assist the Known & Grown team as needed.
- Other related duties as directed by the Development Director and Known & Grown Manager.

**Qualifications:**

- Experience with social media platforms (Facebook, Instagram, and Twitter) and marketing tools (Constant Contact, Canva, and Hootsuite is a plus).

- Completed or working toward a college degree, preferably with an interest in nonprofit development, communications, marketing or graphic design.
- Previous internship or related experience in photography/video/graphic arts is a plus.
- Must possess excellent computer skills.
- Experience with WordPress is a plus.
- Excellent written and verbal communication skills.
- Photography skills are a must
- Ability to communicate in a professional manner with staff and community contacts.
- Self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines.
- Enthusiasm for MCE's mission.

Start Date: Jan 25-April 26th. Position open until filled, requires 4-6 month commitment.

Hours: 8-12 hours/week. Preferably twice a week in the office (unless the office is working remote during the COVID-19 pandemic). Must be available some evenings and weekends. Must have reliable transportation.

**To Apply:** Please send photo/video samples, CV and cover letter to [llock@moenviron.org](mailto:llock@moenviron.org) and [jderose@moenviron.org](mailto:jderose@moenviron.org) with "**Graphic Design/Photography/Communications Intern**" in the subject line.