

## 2020 Marketing and 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 and communication efforts, which could include assisting with events, writing assignments, and a special focus on building MCE's Young Friends group. This is an outstanding opportunity for an individual interested in learning more about the environment, nonprofit fundraising, marketing, and communication initiatives.

### Responsibilities:

- Create and coordinate the drafting and distribution of promotional materials, as needed.
- Assist with social media campaigns, drafting messages, taking photos, etc.
- Assist with troubleshooting and optimizing MCE's website.
- Draft, manage and implement a strategic plan for growing MCE's Young Friends membership.
- Assist with hosting Young Friends events.
- Assist with event planning, to include set up, break down, and attending specific events.
- Assist with donor acknowledgement and donor relations as needed.
- Other related duties as directed by the Development and Communications Directors.

### Qualifications:

- Experience with social media platforms (Facebook, Instagram, and Twitter) and marketing tools (Constant Contact, Canva, Hootsuite, and Lucidpress is a plus).
- Completed or working toward a college degree, preferably with an interest in nonprofit development, communications, or marketing.
- Previous internship or related experience in marketing is a plus.
- Must be computer literate.
- Experience with WordPress is a plus.
- Excellent written and verbal communication skills
- Ability to communicate in a professional manner with 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: Spring 2020. Position open until filled, requires 3-6 month commitment.

Hours: 8-12 hours/week. Preferably twice a week in the office. Must be available some evenings and weekends.

**To Apply:** Please send a cover letter and CV to [llock@moenviron.org](mailto:llock@moenviron.org) "Marketing and Communications Intern" in the subject line.