



Spring 2022 Communications Internship

Organization Background

Founded in 1969, [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 envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

Collaboration – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

Equity and Inclusion – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

Integrity – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

Sustainability – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

Tenacity – We relentlessly champion the protection of Missouri's people and their environment.

Position Overview

The Communications Intern will support the Communications Specialist with marketing and communications efforts for both MCE and their program [Known & Grown STL](#).

Known & Grown STL (K&G) Program

[Known & Grown STL](#)'s mission is to build a resilient, equitable food community by supporting and promoting our network of farmers within 150 miles of St. Louis that use humane, chemical-free practices and spreading awareness about why these farmers and their practices are important.

Position Responsibilities:

- Research, write and schedule relevant, high quality content for K&G social media channels



- Track and record social media analytics for K&G social media channels
- Coordinate with Communications Specialist and K&G staff to write and produce e-newsletters to K&G followers and farmers
- Create graphic designs as needed for social media, or for other promotional opportunities
- Write educational and advocacy based articles for publication through our partnerships, and for the MCE and K&G websites
- Assist in occasional website content edits and updates
- Other related duties as directed by Communications Specialist

Qualifications:

- Strong familiarity with social media channels: Facebook, Instagram and Twitter
- Experience professionally writing content for / managing social media channels is a plus.
- Excellent communications skills and an eye for detail
- Experience with WordPress and Constant Contact, or other similar website / email managing platforms is a plus
- Experience using Canva, Adobe Creative Suite or other graphic design software to create simple graphics
- Self-motivated, deadline driven, ability to multitask, prioritize and meet deadlines
- Passion for a cleaner environment and a healthy, sustainable food system

Hours and Expectations

- 16 hours per week; Hours are flexible but the candidate must be available some during the 9-5 work week for meetings. This position will work mostly remote but will be expected to work in the office once a week unless they do not live locally, or otherwise noted by Communications Specialist
- Internship is from January to May; extending of the internship is optional
- Internship receives stipend as listed on www.moenvironment.org/careers and is eligible for university credit
- Reports to Communications Specialist

How to Apply

Send resume, cover letter and samples of both written and graphic design work to ccasteel@moenvironment.org. Email subject line should read "Communications Internship - {Your Name}". **Deadline to apply is December 6th.**