

**Schoodic Institute at Acadia National Park
PO Box 277 Winter Harbor, Maine 04693**

**Be a Communications and Media Summer Intern. Live in Acadia National Park.
Summer 2020**

This is a 15 week summer position at 40 hours per week located at the Schoodic Institute at Acadia National Park in Winter Harbor, Maine.

About Schoodic Institute Schoodic Institute at Acadia National Park is a 501(c)3 non-profit organization, advancing understanding of environmental change, developing conservation solutions, and engaging people in science and solutions. The Institute is a national leader for research, communication and education that inspires environmental stewardship and fosters brighter futures for parks and people. From its Acadia National Park campus in coastal Maine, the Institute engages scientists, educators, students, and the public in addressing complex challenges of a rapidly changing environment. We focus on forest, bird, and marine ecosystems, climate challenges, citizen science, and science communication. Our year-round campus includes classrooms, laboratories, meeting spaces, and a modern 124-seat auditorium surrounded by wild, rugged shorelines and thousands of acres of evergreen forest. Campus infrastructure enables us to convene and host public events, and provides an inspirational setting for education and art programs, workshops, and conferences.

Primary Responsibilities The Communications and Media Summer Intern will manage many internal and external communications for Schoodic Institute. The Intern is primarily responsible for the production and execution of communications and public relations tasks, the creation of communications content, and implementation of a broad range of marketing activities.

Duties include but are not limited to:

- Work as part of staff teams to develop and implement strategic communications and marketing plans.
- Work with staff to achieve organizational goals and objectives by implementing communications and media initiatives.
- Develop and execute varied communications products including print and digital projects, newsletters, and promotional materials, and ensure message consistency.
- Create photographic and video content and organize digital photographic archives.
- Strengthen Schoodic Institute's online presence, including website and social media.
- Provide event management support including communication and documentation.
- Work closely with the Development Director on fundraising materials and tasks
- Edit and distribute press releases, cultivate and maintain strong media relationships.
- Evaluate and report performance of communication efforts.
- Assist with all other duties as assigned including staffing evening and weekend events.

Preferred Skills and Knowledge:

- Proficient in Mailchimp, WordPress content management systems, Adobe creative suite, and Google office suite.
- Excellent track record in managing projects and working with various team members to accomplish common objectives within a deadline.
- Experience in effective communications and marketing roles a plus.
- Excellent organizational and interpersonal skills with attention to detail and accuracy.
- Ability to work under deadline pressure and extra hours if needed on assignments.
- Bachelor's degree (B.A. or B.S.) or equivalent from a four-year college or media program, preferably in creative communications, marketing, digital storytelling, or a related field.

Our desired candidate is energetic, well organized, tech savvy, curious, outgoing, and works well in diverse teams. We are a relatively young science and education institute expanding our reach and impact in the areas of ecosystem science, resource stewardship, and citizen science. We are mission driven and passionate about creating a better future for parks and people. We work hard, have fun, and are a great team. Join us.

Physical Effort The Media Intern may be required to move back and forth around the Schoodic Institute campus in an expedient and timely manner often at a moment's notice.

Salary and Benefits Compensation is \$15 per hour, 40 hours per week for 15 weeks, with living quarters on campus in Acadia National Park included.

Schoodic Institute at Acadia National Park is an Equal Opportunity Employer.

Please send a resume and cover letter to search@schoodicinstitute.org. Include your full name (last name first) when creating your resume and cover letter file names. No phone calls please.