



# Communications and Development Intern

Fall 2023

## Overview

We are hiring interns to assist us with communications and fundraising on scenic conservation issues. Scenic America is the only national 501(c)(3) nonprofit organization dedicated solely to preserving and enhancing the visual character of America's communities and countryside. We accomplish this mission through national advocacy efforts and technical assistance services, local and national projects, and the support of our state affiliates. For more information about Scenic America visit our website at [www.scenic.org](http://www.scenic.org).

## Responsibilities

- Drafting articles for the Scenic America website and newsletter
- Assisting with press releases and communicating with media
- Developing content for social media channels. Monitoring feeds and engaging with fans, followers, and partner organizations
- Helping to arrange webinars and other communication with affiliates
- Monitoring media coverage of scenic conservation issues; compiling news clips
- Monitoring website analytics and assisting with online/ search advertising
- Managing photo and video asset libraries
- Building and expanding media databases
- Supporting the creation of donor appeals, including social media and online messaging
- Conducting donor prospect research
- Helping to prepare foundation grant applications and reports
- Additional tasks as assigned by Scenic America staff

## Qualifications

- Strong attention to detail
- Excellent research skills
- Excellent written, oral, and interpersonal communication skills
- Motivation to work on substantive scenic conservation topics
- Knowledge of Microsoft Word and Excel
- Must possess excellent judgment and discretion
- Demonstrated ability to organize, prioritize, and complete work independently
- Graphic design experience or knowledge is a plus
- Familiarity with WordPress, Google Analytics, and social media platforms a plus

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### Scenic America

1012 14<sup>th</sup> Street NW, Suite 1108 | Washington, DC 20005-6029

(202) 792-1300 | [scenic@scenic.org](mailto:scenic@scenic.org) | [scenic.org](http://scenic.org)

## Physical Demands

- Sitting for extended periods at a desk and using a provided desktop or laptop computer
- Occasionally lifting and carrying up to 15 pounds
- Ability to use public transportation to attend various events around Washington, DC

## Hours

- 35-40 hours per week, hours are flexible.

## Location

- **Hybrid internship candidates will be considered and are welcome to apply.**
- Interns who are available to join us in Washington, DC will work in Scenic America's offices at 1200 14<sup>th</sup> Street Northwest.

## COVID-19 Policy

- All employees and interns will be required to be fully vaccinated against COVID-19, unless a reasonable accommodation based on a disability or sincerely held religious belief is requested and approved by Scenic America.

## Compensation

- Academic credit is available to students, and interns will receive a \$100 stipend to offset personal expenses related to participation in the internship.

## Benefits

- Interns will work directly with Scenic America staff and have mentorship opportunities with the many accomplished members of our Board of Directors.
- Interns will have many professional development and networking opportunities and have the opportunity to publish their work in Scenic America briefs, newsletters, online communications and website.

## How to Apply

- Send resume and cover letter with the subject line "Communications Intern" to: [careers@scenic.org](mailto:careers@scenic.org)
- Fall 2023 internships run from September through November, with some flexibility in start and end dates.
- Applications are currently being accepted and reviewed on a rolling basis. If selected for an interview, applicants will be required to attend an initial interview via video conference.

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