



Communications Internship

Unpaid, 8-10 hours/week for 4-6 months

Founded in 1962 and based in Palo Alto, Committee for Green Foothills (CGF) is a powerful local nonprofit that works to preserve open space in San Mateo and Santa Clara counties through advocacy, education, and grassroots action. In short, we are local, vocal, and effective. For more information about CGF, please visit our website: www.greenfoothills.org

We are currently looking for a friendly, motivated, hard-working person to fill our Communications Internship. This is an ideal position for someone interested in learning more about local environmental issues, while gaining experience in the non-profit field. You will work with environmental leaders, enhance your communication skills, and learn how to engage people in our advocacy efforts.

Responsibilities:

- Create content for blog and other social media outlets
- Conduct background research as needed
- Help research and plan organization's communications
- Assist with fundraising appeals
- Plan and support community outreach activities
- Accompany advocates to public meetings, take photos and video for website and blog
- Support general office duties as needed, mainly inputting information into database

Desired Skills and Experience:

- Understands how to use social media (ie. Facebook, Twitter, Wordpress, Mailchimp)
- Pursuing or has a degree in environmental studies, communications, sociology, public policy, urban planning, etc.
- Strong writing and communications skills
- Passionate about the environment
- Organized and detail oriented
- Enjoys working with people

Interested candidates please send your resume and a detailed cover letter explaining your interest to info@greenfoothills.org. Please indicate your schedule and commitment time.