

INTERNSHIP POSITION DESCRIPTION

www.wildcoast.net

925 Seacoast Drive, Imperial Beach, CA 91932

619.423.8665

DESCRIPTION OF POSITION

Position Title: Communications Intern

Summary: Be a part of our exciting environmental conservation programs while learning how to interact with the international press and celebrities. WiLDCOAST's cutting-edge campaigns were featured in newspapers around the world in 2005 and feature Grammy award winning bands and international models.

Supervisor: Fay Crevoshay, Director of Communications

Goal of Position: Learn communications/media skills while assisting with campaign implementation.

Sample of Specific Tasks:

1. Outreach to the press by attending press events to promote our campaigns and coordinating media interviews
2. Oversee the distribution of press packets and other materials for media and policy makers
3. Fulfill requests for media materials from the public
4. Write, edit, translate press releases and website copy and send
5. Create system for inventory and organization of media materials
6. Event planning and preparation assistance
7. Organize and maintain news archive

Location/Worksite: Imperial Beach office and offsite (home and work field)

Benefits:

1. Meet international celebrities and local policymakers
2. Gain experience working with the press
3. Gain experience working in a fast paced nonprofit environment
4. Improve writing skills
5. Improve communications skills

TIME FRAME

Length of Commitment: 2- 3 months per campaign

Estimated total hours: 10-15 hours/week

Scheduling: Flexible. To be scheduled by supervisor and intern.

REQUIREMENTS

Training Required: Must be either college graduate or currently enrolled in degree program

Qualifications Sought:

1. Ability to speak, read and write in Spanish
2. Good communication and organizational skills
3. Responsible, punctual
4. Interest or background in Public Relations or Communications a plus

Please send cover letter & resume to address above.
Or Email: info@wildcoast.net Or Fax: 619.423.8488
Be sure to state your availability in cover letter.

Revised by:

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Date: 3/8/06