



PLEASE POST

INTERN REQUEST: COMMUNICATIONS DEPARTMENT

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters and watersheds, including the Santa Monica Bay, safe, healthy and clean. We use research, education, community action and advocacy to pursue our mission. Used by almost everyone in Southern California, the beaches and coastal waters are one of the region's most important natural resources.

Communication interns will learn how an organization like Heal the Bay presents itself to the public through media and public communications efforts.

Heal the Bay is looking for a responsible, dedicated intern to work with our Communications Director. Intern will be responsible for creating, organizing and maintaining an online image catalogue, as well as organizing and stocking communications materials. You will also have an opportunity to help with media outreach, research, public relations materials, advertising opportunities, and our quarterly newsletter.

This internship is an excellent opportunity to gain valuable communications experience and work experience in the non-profit environmental field.

Responsibilities include:

- ◆ Contacting media representatives to pitch story ideas and follow up on press releases
- ◆ Conduct telephone and online research and report back to communications director
- ◆ Organizing a structure for Heal the Bay's digital photo library
- ◆ Organizing and stocking communications materials, including brochures, newsletters, etc.

Qualifications:

- ◆ College junior or senior, with major in Journalism, Communications or related field
- ◆ Excellent written and verbal communication skills
- ◆ Professional, enthusiastic and pleasant telephone manner
- ◆ Detail-oriented; ability to complete projects promptly and completely
- ◆ Highly computer literate with ability to learn new programs rapidly and efficiently.
- ◆ Ability to work independently as well as with a team
- ◆ Ability to commit to an internship for at least eight weeks.

This is an unpaid internship that requires a time commitment of at least ten daytime hours a week, flexible scheduling. Ask your instructors about course credit!

Please phone or fax/mail resume to:

Saira Gandhi
Volunteer/Internship Coordinator
Heal the Bay
1444 9th Street
Santa Monica, CA 90401

Phone: (310) 451-1500, ext. 145
Fax: (310) 496-1902

www.healthebay.org/internships