



WHATCOM
LAND TRUST
EST. 1984

Title: Communications Intern

Supervisor: Digital Media Manager, Emily Segura Maze

Location: 100% in-person at the Whatcom Land Trust office (412 N. Commercial St., Bellingham, WA 98225)

Hourly Wage: \$19.13 per hour, non-exempt

Schedule: Approximately 8 hours/week, schedule to be mutually determined

Timeframe: October 1, 2026–December 2026 (10-12 weeks); some flexibility around start and end dates

Benefits: This temporary position is not eligible for benefits.

Posted: August 13, 2026; open until filled. **Applications due September 13, 2026.**

About Whatcom Land Trust: www.whatcomlandtrust.org

Whatcom Land Trust is a nationally accredited nonprofit organization with the mission to conserve, restore, and care for wildlife habitat, waters, farmlands, and forests in Whatcom County forever. Since 1984, the Land Trust has protected over 28,000 acres.

Position Summary

Whatcom Land Trust is seeking a Communications Intern for Fall 2026. This internship offers hands-on experience in digital archiving, nonprofit communications, and public-facing content creation. Working under the supervision of the Digital Media Manager, the intern will help organize and preserve the Land Trust's photo archive, research and write content for digital and print materials, and contribute to social media strategy. This internship is ideal for someone who is detail-oriented, organized, and comfortable working independently on long-term creative and administrative projects, and who is eager to gain practical experience in nonprofit communications. The materials created during this internship will help connect our community to Whatcom County's natural spaces and inspire new supporters, volunteers, and visitors to get involved in local conservation.

Key Responsibilities

- Organize and tag digital photo archives with accurate metadata, using tools like Lightroom Classic and Google Photos to keep files accessible for staff and board use.
- Design print-ready materials using organizational brand guidelines, including selecting imagery and laying out content for publications such as an annual calendar.
- Conduct research using internal records and organizational data to compile accurate, relevant information (e.g., historical activities, key dates, or subject-specific content).
- Build and distribute surveys to gather input from staff and board members, then incorporate feedback into finished materials.
- Compile and format content from existing data sources (such as spreadsheets) into polished, publication-ready guides.
- Research topics using reliable external sources and existing organizational materials to produce clear, easy-to-read informational content.
- Assist with social media content creation and posting as needed.
- Other duties as assigned.

Desired Qualifications:

- Relevant skills or experience related to photo organization/editing (Lightroom or similar), graphic design, and written communication.
- Strong attention to detail and organizational skills, with the ability to manage multiple long-term and short-term projects simultaneously.
- Ability to work independently and follow through on assignments with minimal supervision.
- Comfort with Google Suite (Drive, Sheets, Photos) and basic design/layout tools like Canva.

To Apply:

Email a single PDF containing a cover letter, resume, and contact information for three references to officemanager@whatcomlandtrust.org with "Communications Intern" in the subject line. You may also hand-deliver your application if needed. Please include in your cover letter a description of your interest in the position, qualifications for the position, and relevant experience.

The position is open until filled, and screening of applications begins September 13, 2026.

Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of a trained service animal, honorably discharged veteran or military status, age or genetic information.