



Community Engagement Internship

Website, social media, graphic design

Supervisor: Community Engagement Manager, Amanda McKay

Location: Flexible. Can be partially remote. Our office is located in downtown Bellingham at 412 North Commercial Street

Stipend: \$200 per academic quarter

Timeframe: Flexible

Hours: Flexible and dependent on availability, 5-10 hours per week

Application: Please email cover letter and resume to amanda@whatcomlandtrust.org

Position Summary

Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship.

The Community Engagement Intern will work to implement community engagement techniques through Whatcom Land Trust communication outlets such as our website, social media, and newsletter under the supervision of the Community Engagement Manager. This internship will primarily be entering property information into the Whatcom Land Trust website, drafting social media posts, and helping compile the monthly newsletter. This internship may also involve assisting with graphic design projects and event planning.

Position Responsibilities

- Entering property information into our virtual, interactive map which will launch on our website in 2022. Ensuring that all information is accurate, comprehensive, and appealing.
- Assist with social media drafting and planning to ensure our communications are consistent and engaging.
- Take photos and video at select Land Trust properties and organize the Land Trust's photo/video files.
- May assist with other community engagement work such as graphic design projects and our monthly newsletter.

Qualifications

- Interest in land conservation and stewardship.
- Organized, detail-oriented, and willing to ask questions.

- Strong written communication skills.
- Knowledge of effective communication and marketing techniques as they relate to non-profit work.
- Knowledge of website creation/maintenance or a willingness to learn.
- Experience with graphic design software, primarily InDesign or a willingness to learn.
- Experience in photography and/or video creation.

Application Process

Email a PDF cover letter and resume to Amanda McKay, Whatcom Land Trust's Community Engagement Manager, at amanda@whatcomlandtrust.org. The position is open until filled. Whatcom Land Trust is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.