

2018 Media and Communications Intern

The Susquehanna Greenway Partnership (SGP) seeks an energetic and creative team player to join our Communications and Outreach Team. The intern will work closely with the Assistant Director, assisting her with online and editorial content management, social media, and community outreach to raise awareness and inspire action for regional Susquehanna Greenway initiatives and events. This is a great opportunity to support the inner workings of a dynamic nonprofit and expand multiple professional competencies.

Location: Intern will work remotely with weekly staff meetings/calls in the Williamsport and Lewisburg area. There is flexibility on meeting location. Training will be provided.

Dates of Internship: Summer: May 28, 2018 – August 10, 2018; flexible on start and end date.

Compensation: Unpaid; available for course credit

Work Schedule: Flexible work week Mon – Fri. Interns are expected to work a minimum of 20 hours per week. Some weekend events may be required.

Internship Summary & Responsibilities

The 2018 Media and Communications Intern will help drive SGP's brand and message strategy through all channels. Key responsibilities include:

- **Editorial & Copy:** Work with the Assistant Director to write and edit strategic communications for online and printed newsletters, event promotions, and other written materials as needed.
- **Website Management:** Enhance our online presence by organizing and updating the SGP website and events calendar to accurately reflect SGP and partner program and projects.
- **Social Media:** Assist SGP team in brainstorming and executing marketing campaigns daily for our social media accounts, engage with fans/followers, and monitor our success.
- **Outreach and Event Management:** Collaborate with SGP team to implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Assist SGP with planning and implementing the Susquehanna Sojourn and 7th Annual Photo Contest.
- **Administrative:** Maintain a filing system for communications materials, update and enhance membership database, research and organize publications, track key performance metrics, and assist with other administrative duties as assigned.

Qualifications – Knowledge, Skills, and Abilities

- Pursuing a bachelor's degree in communications, public relations, marketing, journalism, English, or related major.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, and deliver high quality work.
- Ability to work independently and complete tasks with minimal supervision.

- Experience with photography, videography, social media campaigns, website programming, and/or graphic design a plus.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Valid Drivers license and access to reliable transportation.

To Apply:

Email resume and cover letter to Assistant Director, Corey Ellison at cellison@susquehannagreenway.org by 11:59 PM on April 6, 2018. The Susquehanna Greenway Partnership is an equal-opportunity employer.

About the Susquehanna Greenway

The Susquehanna Greenway Partnership is a 501 (c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.

For more information about the Partnership visit: www.susquehannagreenway.org