

## **(REVISED 4/5/2016) PAID Development and Communications Internship, Columbia Land Trust**

[Columbia Land Trust](#), a non-profit conservation organization, is seeking a **summer Development and Communications intern** to support its development, marketing, and communications efforts. This internship is an excellent opportunity to gain experience in various aspects of running a non-profit organization.

Columbia Land Trust conserves and cares for the Pacific Northwest lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. The Land Trust has protected more than 28,000 acres along the Columbia River and has more than 3,000 supporters in Oregon and Washington. Columbia Land Trust's headquarters are located on the beautiful Fort Vancouver National Historic Site. Please visit [columbialandtrust.org](http://columbialandtrust.org) for more information.

### **Essential Duties:**

#### **Communications:**

- Implement social media strategy with direction from communications department. Grow social media following on Facebook, Twitter, and Instagram.
- Track earned media clippings.
- Take photos of various conserved properties throughout the Columbia River region as needed for newsletters, social media, website content, etc.
- Assist in the creation/writing/design of the monthly e-newsletter the Moss as needed.
- Assist communications department in general outreach and distribution of the Fieldbook newsletter.
- Provide support to the communications team as needed.

#### **Development:**

- Process and mail donor acknowledgement letters weekly.
- Use Raiser's Edge to track gifts and donor information.
- Process and mail [Backyard Habitat Certification Program \(BHCP\)](#) certifications packets monthly.
- Assist in planning and organization of Columbia Land Trust's fundraising events, including the theme development of two major online giving days.
- Research foundations and corporate partnerships that may benefit the organization.
- Provide support to the development team as needed.

#### **Qualifications:**

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations, Nonprofit Management, or other relevant major).
- Basic knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) is desirable but not required.
- Photography skills are desirable but not required.
- Self-motivated, organizational skills, ability to prioritize, multi-task, and meet deadlines.
- The intern will work out of Columbia Land Trust's office in Vancouver, WA. Reliable daily transportation is required.

**Timeline:** This internship will take place between approximately June 1 and August 3. The intern is required to work 20 hours per week with flexible scheduling.

**Compensation:** \$2,000 stipend paid in two installments of \$1,000 (prorated for number of days worked). This position is being funded through a unique partnership between the Columbia Land Trust and the Institute for Sustainable Solutions to support students in sustainability careers.

Mileage expenses incurred for field travel are reimbursable. Columbia Land Trust is committed to assisting those who would like to receive educational credit from the internship. Please view the [PSU policy](#) and procedure for applying for academic credit for an internship.

**To apply:** This position requires enrollment as a PSU student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to [vancem@pdx.edu](mailto:vancem@pdx.edu). Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email. Please note, the deadline to apply to Columbia Land Trust is **April 22, 2016**.