

Development and Communications Internship Description:

[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 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: 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.

To apply: The deadline to apply to Columbia Land Trust is April 22, 2016. Please send your resume, cover letter, and relevant work samples (photography, graphic design, writing, etc.) to jobs@columbialandtrust.org. Please note Columbia Land Trust is willing to work with students on receiving educational credit from the internship. Please review your school's internship policy with your faculty advisor.