



Communications Internship

Department: Outreach

Reports to the Director of Outreach

Celebrating its 90th anniversary in 2008, Save the Redwoods League is a nonprofit organization dedicated to preserving ancient forests so that all generations can experience the inspiration and majesty of these towering giants. In 1850, there were nearly 2 million acres of ancient coast redwood forests in California. Today, less than 5 percent remain. Since its founding in 1918, the League has completed the purchase of more than 180,000 acres of land. For more information, visit savetheredwoods.org.

Internship Summary

Save the Redwoods League seeks a paid college intern studying marketing communications, public relations and/or journalism to assist in planning, researching and implementing public relations and community relations efforts for the League's Outreach Department. This is a hands-on internship with significant assignments, providing students an opportunity to apply what they learn in the classroom.

Projects can include developing special events, writing for internal/external communications, and working with a leader in redwoods preservation.

The ideal candidate will work an average of 14 hours per week; hours may be eligible to be applied toward academic credit. Interns will be responsible for investigating and applying for academic credit.

Interns will be paid minimum wage, currently \$9.36 per hour, and will receive benefits provided to all part-time, temporary employees: sick leave accrual, workers' compensation, unemployment insurance, social security, public transportation subsidy and, only to the extent required by law, unpaid leaves for pregnancy, family leave and work-related disabilities.

Internship Duties

- Write articles for League publications and Web site (i.e. *Bulletin*, annual report, Web site, e-newsletter)
- Research speaking engagements, media inquires and award opportunities
- Assist with managing the League's photo database and press clippings
- Represent the League at community events
- Other projects as assigned by the Director of Outreach

Internship Qualifications

- Must be a junior or senior attending an accredited four-year college or university
- Interest and/or experience in public relations, marketing, government relations, community relations and/or communications
- Highly motivated individual with excellent oral and written communication skills who can follow directions and perform independently
- Strong research skills, self-starter
- Ability to multitask
- Advanced Microsoft Word and Excel skills, including proficiency in PowerPoint, Adobe Photoshop, and/or a web tool such as Dreamweaver as well as Word and Excel

Application Procedure

Please send cover letter, resume, and writing sample to the address below or e-mail them to jobs@savetheredwoods.org.

Human Resources
Save the Redwoods League
114 Sansome Street, Suite 1200
San Francisco, CA 94104