



Job Description

Communications Intern Garrison, NY

The Garden Conservancy, a national nonprofit organization dedicated to raising awareness of, preserving, and affording public access to outstanding American gardens, seeks a communications intern to assist in implementing effective communications which promote the Garden Conservancy's mission.

Working 20 – 24 hours per week with the Director of Communications, the Associate Director of Communications, and the Communications Manager, the intern will be primarily responsible for regular posting on social media, including Facebook and Instagram. In addition, he/she will follow and interact with Garden Conservancy peer organizations' social media activity, and develop a comprehensive social media strategy and process for the organization.

Other responsibilities may include video shooting and editing of educational programs, Open Days, and other events for social media postings, assistance with periodic updates to organization's website and tracking of Google Analytics data, and using Meltwater, the Garden Conservancy's media monitoring service, to increase effectiveness of our outreach via social media channels.

Qualifications. The Garden Conservancy seeks a communications intern who is working toward a college degree in communications or a related field, with a comprehensive understanding of available social media platforms and tools. The candidate must be computer literate, with a working knowledge of word processing, PowerPoint, and Excel. Proficiency in Adobe InDesign and Photoshop is highly desired; knowledge of HTML and graphic design a plus.

The intern must be an effective communicator, both written and oral, have strong organizational skills, and be self-motivated and detail-oriented, with the ability to prioritize.

Compensation. Course credit and/or stipend commensurate with hours.

Interested applicants should send a short cover letter and resume to hr@gardenconservancy.org.
Mention "Communications Internship" in the subject line.

For additional information on the Garden Conservancy, visit gardenconservancy.org or find us on Facebook @The.Garden.Conservancy and Instagram @thegardenconservancy.