



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 that promote the Garden Conservancy's mission of saving and sharing outstanding American gardens for the education and inspiration of the public.

Position Description. Working 20 - 24 hours per week with the Director of Communications, the Associate Director of Communications, and the Communications Manager, the intern will be responsible for regular social media postings and assistance with email and print marketing campaigns for our Open Days and other educational programs.

Other responsibilities may include video shooting and editing of educational programs, Open Days, and other events; assistance with periodic updates to organization's website and tracking of Google Analytics data; and using Meltwater, the Garden Conservancy's media monitoring service.

Qualifications. 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. The intern should be interested in exploring a career in communications and/or marketing or a related field. The candidate must be computer literate and have a comprehensive understanding of available social media platforms and tools, as well as 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 ideal candidate is a college student who is working toward a degree in communications, marketing, or a related field, and is interested in gaining experience in the nonprofit sector. A mature, self-motivated, and organized high school student could also meet these qualifications. All applicants should be at least 16 years of age.

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

Applicants should send a short cover letter and resume to hr@gardenconservancy.org.

Include "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.