JOB TITLE: Sustainability Communications Intern

DEPARTMENT: Sustainability

ADDRESS: Puryear 114  TELEPHONE: 804-287-1268

SUPERVISOR: Director of Sustainability

JOB SUMMARY: The Office for Sustainability relies heavily on its website, newsletter and social media platforms to communicate with the UR community. The Sustainability Communications Intern will assist the Director of Sustainability in setting communications goals for the 2015-2016 academic year, crafting important sustainability communications strategy and messaging, and increasing exposure to sustainability communications on the campus.

SPECIFIC DUTIES:
- Assist the Director of Sustainability in setting social media and outreach goals for the 2015-2016 academic year.
- Draft new and innovative copy for newsletter, website, and social media sources.
- Manage all social media.
- Conduct interviews with campus and community stakeholders to generate sustainability media content.
- Research UR and peer institution practices to generate story ideas for all Office for Sustainability media.
- Assist the Director of Sustainability in assessing the effectiveness of current media and outreach strategies and developing and implementing improvement strategies where needed.
- Assist in development of sustainability programs, educational materials, and events.

QUALIFICATIONS:
- Must be a currently enrolled student at the University of Richmond.
- Strong interest in sustainability and communications.
- Skilled in social media, including Facebook, Twitter, Instagram, MailChimp, Tumblr
- Must be able to exercise independent decision making.
- Must be dependable, creative and able to handle shifting priorities.

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