

Our Mission:

"To educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin"

Rock River Coalition is a non-profit organization whose mission is to educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin. Established over 25 years ago, the organization pursues its mission through citizen engagement.

POSITION: COMMUNICATIONS INTERN

Position Description: Rock River Coalition seeks an enthusiastic, detail-oriented person with a strong understanding of both science and communications to assist with communications and outreach efforts. This is a part-time position. Hours are variable but are expected to average 10 to 15 hours a week. This spring semester internship is an excellent opportunity to experience various aspects of communications responsibilities while working for a community based nonprofit organization. Depending on funding, the position will be extended into the summer as a full-time position.

Compensation: \$17 hour

Location: Remote with infrequent meetings at the Jefferson office and/or in Madison.

SPRING SEMESTER RESPONSIBILITIES

- Assist in planning and writing content for the Rock River Coalition's website.
- Work with staff to distill technical information in an easy to understand way for the general public.
- Be a resource to RRC Staff and Board for written and presentation materials.
- Prepare outreach materials for community engagement events.
- Serve as editor for Rock River Reflections, RRC's biannual paper newsletter.
- Layout and design monthly e-newsletter.
- Ensure e-newsletter is drafted with compelling and informative material and delivered each month in a timely manner to sustain engagement.
- Develop and implement the day-to-day social media plan (Facebook and Twitter primarily, also YouTube, Instagram).
- Create and curate social media content; collaborate with teammates that can provide support.
- Help with or take the lead coordinating outreach events such as the RRC annual meeting, Rain Barrel Workshops.
- Create outreach materials for events such as flyers, brochures, etc.
- Monitor, manage, and respond to comments and messages on social platforms.

ESSENTIAL SKILLS, KNOWLEDGE, ABILITIES

The successful candidate for this internship opportunity will have the following qualifications:

- Excellent communication (written, oral, listening, interpersonal) and organizational skills.
- Exceptional writing and editing skills.
- Self-motivated with an attention to detail.
- Willingness to take on work outside the immediate job description.
- The ability to work with limited supervision and successfully within a team.
- Experience with Microsoft Word Suite.
- Must have a home computer.
- A passion for water resources and the environment.

DESIRED SKILLS, KNOWLEDGE, ABILITIES

- Familiarity with the land and waters of the Rock River Basin.
- Bachelor's degree or enrolled in a master's program in communications and/or water resources, environmental science or related. (Should have extensive knowledge of both science and communications.)

We acknowledge that there are many different sets of skills and experiences – personal, professional, and educational – that could make a candidate successful in this position. We have listed some essential and desired qualifications below, but ***you do not need to meet all to apply***. If you think that you could perform the above responsibilities if given appropriate support and training, we encourage you to apply.

Closing Date: November 30th, 2022 **Anticipated Starting Date:** January 2023

To apply please email your resume, cover letter and two writing samples to becca@rockrivercoalition.org

The Rock River Coalition provides equal opportunity in programs and employment. The Rock River Coalition does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.