COMMUNICATIONS AND DEVELOPMENT INTERN SOUGHT FOR GREEN BUILDING ALLIANCE

Overview:
• Paid internship for 20 - 30 hours per week, with duration of internship negotiable and dependent upon performance.
• Intern will support various communications and marketing aspects of GBA’s operations, with specific assignments to support Education, Resource Center, and web site.
• We’re looking for someone who is committed to advancing sustainability in the SWPA region.
• Candidates would display a desire to advance their careers in nonprofit communications and development.
• This position offers creativity in creating content, but also builds necessary skills of professional processes and nonprofit operating practices.

Skills:
• Required: Excellent written communication skills, with proven experience delivering on a deadline for various output formats: newsletter, writing for a web site, etc. Candidates are required to submit writing samples along with their application.
• Required: Excellent verbal communication skills.
• Required: Research skills using Internet, secondary resources and primary research (interviewing) techniques.
• Required: Knowledge of Microsoft Office programs Word, Excel, and Outlook required.
• Required: Demonstrated basic layout skills and some visual communications capability. Candidates are required to submit samples of their design and layout work.
• Highly desirable: Knowledge of Microsoft Office programs Publisher and PowerPoint.
• Highly desirable: Knowledge of Dreamweaver software.

Duties:
• Prepare electronic promotions, including graphics and text, to support various GBA events and educational programs.
• Research and write material to support GBA web site.
• Research and write standard Fact-sheet style responses to FAQs submitted to GBA’s Resource Center
• Upload files to GBA web site, and handling other duties related to keeping web site current.
• Occasional proofreading to Chicago Style manual.
• Support administrative functions for fundraising and membership
• Data entry and cleaning in Dynamics 365 CRM software

Internship Learning Goals
• Building your portfolio
• How to write media advisories and press releases
• Campaign and project management skills
• Donor Stewardship
• Deep understanding of CRM software applications

Please respond via e-mail if interested to: info@gbapgh.org. Include cover letter, resume and writing samples. Also make sure you state in your cover letter the dates you are available for the internship and how many hours/week you could work.