



## Conservation Communications Intern

**Title:** Conservation Communications Intern

**Supervising Organization:** Center for Collaborative Conservation (CCC)

**Start date:** May 2023, up to 15 hours per week

**Compensation:** \$18+/hour depending on experience

### Position Description

As a communications intern, you will work with CCC staff and WCCN Awareness & Engagement Working Group members to promote the [Center for Collaborative Conservation](#), the [Western Collaborative Conservation Network \(WCCN\)](#), and the resources both generate through website, newsletters, and social media.

This student position will provide the opportunity to develop their facilitation and communication skills, engage with a network of conservation practitioners, support the projects of a diverse and passionate team at the CCC, and gain a deeper understanding of collaborative conservation theory and on-the-ground projects.

Tasks for this position include:

- **General:** Write and edit news stories and announcements using AP style, design promotional and social media material using design software and programs, research stories and relevant content, track deadlines and solicit content from team members to meet deadlines. The intern will be responsible for maintaining and organizing files and information for the CCC as well as the WCCN initiative.
- **E-Newsletter:** gather and curate information with guidance from CCC staff and WCCN leadership, conduct internet searches and interviews, write and edit stories, insert pieces into a template e-newsletter, and finalize the design and content ready for distribution.
- **Social media:** monitor social media platforms, create/curate/add social media content (Facebook, Twitter, YouTube, and Instagram) to include text, photo and video posts, maintain a social media calendar for all platforms of communication, monitor and report social media analytics monthly.
- **Email list:** gather and curate information to send out weekly announcements for WCCN, assist with special announcements for the CCC.
- **Group email listserv:** manage and monitor WCCN's peer-to-peer listserv, and add content as needed.
- **E-Calendar of events:** maintain calendar, search for and add partners' collaborative conservation events.
- **Job board:** search for and add collaborative conservation jobs.
- **Webpages:** add and update content as needed in WordPress.
- **Media kits:** identify established networks to promote WCCN materials and distribute announcements.
- **CCC/WCCN connections:** Stay current CCC and the WCCN activities by participating in weekly CCC update calls and regular meetings with CCC Communications Manager and the WCCN Coordinator. Other meetings with CCC and WCCN members will occur periodically. These meetings will usually occur virtually.
- **Special projects:** Opportunities may periodically arise to conduct interviews and write articles, develop case studies, record podcasts, or create video content to tell stories of collaborative conservation.

## Desired experience in:

AP Style Writing	Website Management
Graphic Design	Diversity, Equity, and Inclusion
Interviewing	Conservation
News Writing and Editing	Website Design & Development
Media Training	Video Editing
Marketing	Listserv Management
Social Media experience	

## Purpose of Internship

To support a student passionate to learn about collaborative conservation in this entry-level position within our organization. We are looking for a student who is detailed oriented, motivated to help others, and excited to build their communication skills. Previous experience working in communications, conservation, or natural resources is preferred but not required.

## Center for Collaborative Conservation Values

<b>Conservation impact</b>	We bridge scholarship and conservation action. We build the capacity of people, and resilience of human and natural communities. We integrate nature with human well-being. We engage people who can deliver outcomes.
<b>Honoring diversity</b>	We embrace natural and human diversity. We inquire humbly and listen carefully. We support under-represented and marginalized groups. We value Indigenous and local perspectives. Our actions reflect that individuals and communities matter.
<b>Shared learning</b>	We actively learn with those who study and practice collaborative conservation. We engage CSU faculty in a common research agenda. We learn with community members. We are open and curious as we strive for improvement.
<b>Commitment to relationships</b>	We nurture networks among staff, partners, and clients. We relate in a spirit of reciprocity with nature and with people. We put effort into good communication. We support each other with kindness, while challenging each other to grow.
<b>Accountability and excellence</b>	We honor the trust that supporters, clients, and partners have placed in us. We carefully steward University and donor resources. We follow through on promises, big and small. We deliver quality in research, teaching, products, and services.

## OUR VISION

We envision a resilient world where diverse people work together to conserve nature and build healthy communities.

## OUR MISSION

Our mission is to build the capacity of organizations, communities, and future leaders while applying Colorado State University's world-class research and education.

**HOW TO APPLY** Submit your resume on Handshake #7806053 <https://colostate.joinhandshake.com/emp/jobs/7806053>. Please ALSO email [Conserve@Colostate.edu](mailto:Conserve@Colostate.edu) with a 1-minute video sharing (1) your communication experience and (2) expressing how the values of the Center for Collaborative Conservation resonate with you.

You can email questions about this position to [Conserve@Colostate.edu](mailto:Conserve@Colostate.edu)