



Position: Communications Intern

Reports to: Communications Director

Position type: Part-time, hourly, 8-10 hours per week for 12-14 weeks, beginning ASAP and no later than Monday, September 11th

Location: Online with occasional in person meetings with staff as location allows

Salary: \$17 per hour

Northeast Wilderness Trust's (NEWT) mission is to conserve forever-wild landscapes for nature and people. We safeguard more than 79,000 wild acres across New York, Vermont, New Hampshire, Maine, Massachusetts, and Connecticut. We are the only regional land trust focused exclusively on rewilding through forever-wild conservation. Northeast Wilderness Trust has a supportive organizational culture and is committed to a just and equitable world and workplace.

What you will do:

- Provide technical and production support across all information channels managed by the Communications Program (Website, Enewsletter, Social Media).
- Support production and publishing of monthly Enewsletter which includes:
 - Drafting blog posts that connect newsletter and the NEWT website,
 - Tracking media stories about NEWT and forever-wild land conservation as it relates to community conservation, climate change resilience and biodiversity.
 - Working in Constant Contact to generate newsletter.
- Create and support content creation across NEWT social media channels using Buffer.
- Update website pages using WordPress in coordination with Comms Director.
- Generating multi-media content to support lands, stewardship and ecology programs, time permitting.

What you will bring to Northeast Wilderness Trust:

- A deep understanding of wilderness values, history, and demonstrable connection to wild nature as well as a passionate commitment to wilderness, biodiversity, and climate resilience.
- Exceptional organizational and time management skills
- Proven ability to meet deadlines, be self-starting, and work collaboratively.
- Very strong writing skills.
- Social media content creation experience.
- Experience with Constant Contact (or something similar).
- Experience with Adobe Creative Suite.
- Experience with WordPress (or something similar).
- Excellent interpersonal skills to work effectively with a variety of staff and partners.
- Related experiences.



This position description is a general overview, not a comprehensive nor mandatory list. As an organization, we value a variety of experiences and backgrounds as well as candidates who are eager to learn and grow with our organization.

If you are passionate about our mission and believe you have the aptitude and skills to succeed in this position, we encourage you to apply.

How to Apply:

Interested candidates should submit a cover letter and resume with three references as a single combined PDF to jobs@newildernesstrust.org with the subject “Communications Intern.” Applications accepted on a rolling basis beginning Monday, August 21, 2023, with review and interviews happening on a rolling basis. Position open until filled.

Northeast Wilderness Trust is an Equal Opportunity Employer dedicated to diversity, equity and inclusion. We recognize that diverse teams make the strongest teams and we encourage people from all backgrounds to apply.