POSITION ANNOUNCEMENT

Title: Communications Intern
Reports to: Ilana Federman, Associate Director of Development and Communications
Internship runs March-October
Salary: $18 per hour
Schedule: This is a temporary, part-time position. You will be expected to work in-person at our Chicago office on either Tuesdays or Thursdays, 9:00 a.m. - 5:00 p.m. (day to be determined with candidate). Please do not apply if this schedule does not work for you. The internship ends the week of October 17, 2024.

Organization:
Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don’t sprint on a regular basis).

Operating Budget: $3,750,000

Summary: Friends of the Forest Preserves seeks a temporary Communications Intern to help with various aspects of communications, events, and fundraising. Working closely with the Associate Director of Development and Communications, they will create original content, manage promotional campaigns, and help with event planning and logistics.

Responsibilities include the following:
- Create relevant content for various social media platforms
- Help design promotional campaigns for various fundraising initiatives
- Help execute annual Conservation Corps Fundraiser, including script writing, filming, and editing
- Assist with event planning, including research, promotion, and execution
• Conduct audience research through member and community surveys

**Required Qualifications:**
• Very strong written and verbal communication skills
• An eye for design and creative solutions
• Familiar with Facebook, Instagram, YouTube, and LinkedIn
• Detail-oriented
• Must be available to work the 8th Annual Beer in the Woods on Saturday, September 21, 2024, 7:00 a.m. - 5:00 p.m.

**Beneficial Skills/Qualifications:**
• Familiarity with environmental issues and forest preserves
• Experience working for nonprofit organizations and creating purpose-driven communications
• Experience with event planning and execution
• Ability to access transportation to various forest preserves

**To apply:** Please send cover letter and resume to applications@fotfp.org. Incomplete applications will not be considered. Please no calls, faxes, office visits, or emails (other than email presenting application materials).

*Women, Black, Indigenous, People of Color (BIPOC), and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.*