Sustainability Communications Intern

Semester Hours: 10-20 hours/week

Summer Hours: Full time (35-40 hours/week May-August), or part time (10-20 hours/week)

Available: Applications accepted on a rolling basis until the position is filled.

Paid Internship

Open to: Undergraduate and graduate students studying at Boston University

The communications intern will develop dynamic written and visual materials that empower the BU community to learn and take action on a range of important sustainability issues at BU, from climate change to sustainable mobility. This position requires a creative communicator who is passionate about sustainability and values the importance of using digital platforms for communication, storytelling, and learning. The ideal candidate will have experience with WordPress, graphic design, multimedia content generation, social media, and strong written and interpersonal skills. The internship has the potential to extend into subsequent semesters and preference is given to long-term candidates.

Duties:

- Work with the sustainability communications team to develop and implement a strategic communications plan
- Develop and schedule social media content across Facebook, Twitter, Instagram, and other platforms as necessary
- Publish content to our online events calendar
- Stay up-to-date about sustainability and develop ideas for our involvement
- Assist in reporting and analysis of web and social media performance
- Assist with content generation through writing, videography, and photography
- Manage general BU Sustainability email account and field inquiries
- Encourage community engagement through promotion and use of the sustainability app
- Lead presentations on campus to educate and inspire students, faculty, and staff
- Provide additional support to BU Sustainability projects as needed

**Qualifications:**

- Passion for sustainability and climate-related issues
- Excellent written, visual, and oral communication skills, including presentation of data
- Excellent interpersonal skills
- Ability to work independently with minimal supervision
- Experience updating websites using WordPress or a similar website management tool
- Experience with Adobe Creative Cloud preferred
- Experience with social media platforms; Sprinklr a plus