



Job Description

Sustainable Morristown is seeking bright and innovative candidates for the Sustainable Morristown Social Media and Communications Internship. This position is a great opportunity for those interested in developing their marketing skills, and learning how a local nonprofit utilizes social media to support its mission, promote its events, and advocate for its supporters locally. Interns will be instrumental in increasing social media presence and visibility, and gain hands-on experience generating content and engaging with audiences through social media platforms. This is a for-college-credit internship opportunity.

Projects and responsibilities include (but are not limited to):

- Build the Sustainable Morristown and brand awareness through social media and other outreach efforts
- Monitor and engage with audiences on Twitter, Facebook, Instagram and other social media platforms
- Generate content and run social media campaigns (events, fundraising, communications, promotions)
- Write copy for monthly newsletters in MailChimp, and develop content for the website
- Track and report on web and social media statistics
- Gather research and partnership data
- Support board members with various projects as they arise

Founded in Morristown in 2006, Sustainable Morristown envisions itself to be the landing spot for those interested in sustainability in the greater Morristown area. In addition to coordinating an overall sustainability vision for the community, the nonprofit aims to share resources, create educational tools for sustainability, raise funds for worthy projects, and share information about upcoming events, programs and opportunities. The successful candidate will gain exposure to nonprofit administration and project development.

Qualifications

Candidate must:

Have excellent written and oral communication skills
Possess a strong attention to detail, be technology savvy, and a passion for social media
Be well organized with the ability to prioritize time-sensitive projects
Posses a genuine interest in the inner workings of a national nonprofit
Feel a true passion for sustainability, desire to learn, and a willingness to good, hard work
Have a personal laptop to use in the office
Be able to commit to 10-12 hours per week for a minimum of 12 weeks or the length of the semester
(Summer Internships are generally shorter)

Desired Qualifications (but not a requirement):

Experience with copyediting and proofreading
Strong familiarity with a diverse range social media platforms and services including Twitter, Facebook, Instagram, MailChimp, HootSuite, Google Analytics
Courses or experience in communications or marketing
Experience and/or course work in nonprofits is a plus, but not required.

To apply, please send your résumé and cover letter to lauren@sustainablemorristown.org If you have any questions, please do not hesitate to contact us at 856-912-6586 Visit www.sustainablemorristown.org to learn more about our organization.