

# GreenBlue Communications Intern

August - October, 2017

GreenBlue, an environmental nonprofit based in Charlottesville, VA, is seeking an intern for the fall (August-October). This intern would work with the communications and event management team to help develop targeted email blasts. Interest in sustainability a plus.

## Responsibilities

- Assist the Communications Coordinator in developing targeted emails and event communications materials using Constant Contact.
- Work in efficient and timely manner

## Requirements:

Communications, Public Relations or similar background preferred. Must be available to work in our downtown Charlottesville, Virginia office. Must be able to work in a group setting and independently as necessary. We are looking for an enthusiastic individual who feels comfortable learning new technology and who is passionate about communications. We are looking for someone who can work 8-10 hours a week between the hours of 9am and 5 pm M-F, August through mid-October.

## Essential skills:

- Experience with Google programs
- Ability to think creatively and problem solve
- Attention to details both in design and administration settings
- Excellent written and verbal communications skills
- Ability to work in a group setting

Please mention the word "Cville" at the beginning of your email.