Internship: Communications

Location: Combination of in person in Burlington, VT and remote work
Hours per week: Average 15 hours per week
Duration: May/June-August, approximately 10 weeks
Reports to: Communications Manager
Wage: $15.00 per hour

Internship Summary
The Communications Intern will gain real work experience as part of a small marketing team within a dynamic non-profit organization. The intern will assist the Communications Manager with a variety of social media and other projects with the goal of improving our brand awareness and supporting our programs. The main project will be to develop and implement a social media campaign during the summer months.

Duties/Responsibilities
Duties include, but are not limited to:
- Develop, manage and monitor a social media campaign
- Research and create content for social media postings, based on Local Motion’s work
- Analyze social media results and present to the marketing team
- Assist with quarterly newsletter content and editing
- Assist with photo taking and collection
- Assist with website editing
- Assist with compiling bi-weekly internal staff memo
- Coordinate the communications team’s presence at Local Motion activities and events
- Write and distribute press releases and e-blasts
- Assist the Communications team with projects and needs as they arise

Benefits
Interns meet regularly with their supervisor, attend staff meetings, and work closely with a range of staff. We expect superior performance from every intern and provide them with guidance and the opportunities they need to thrive.

Required Skills/Abilities
- Experience working with Facebook, Instagram, and Twitter, including collecting and analyzing data
- Knowledge of Photoshop, Illustrator and InDesign or other related software like Canva and Adobe Spark
- Interest in and passion for Communications
- Excellent writing and editing skills
- Strong attention to detail and organizational skills
- Aptitude and ability to thrive in a fast-paced, versatile, dynamic environment
- Team player with good communication skills

Desired Skills/Abilities
- Ability to supply own laptop for duration of internship
- Knowledge of Trello software
- Web development skills
To Apply
Send your resume and a one-page cover letter in PDF format describing your interest and qualifications to jobs@localmotion.org, with Communications Intern in subject line.

About Local Motion
Local Motion is Vermont’s statewide non-profit advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes to the public at our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

We are a matrixed organization and value all staff members’ opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. We strive for an inclusive work environment where each person feels welcomed, respected, supported, and valued as a team member. Join Local Motion and help us make biking and walking a way of life across Vermont!

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Local Motion is an Equal Opportunity Employer.
We are looking for candidates who will contribute to the diversity and excellence of the organization.