

**Job Title:** Communications Intern, School of Environmental Sustainability (SES)  
**Loyola University Chicago Division:** School of Environmental Sustainability  
**Reports to:** School of Environmental Sustainability Marketing and Communications Manager  
**Location:** BVM Hall, School of Environmental Sustainability, Lake Shore Campus (6349 N. Kenmore Avenue, Chicago, IL 60660)

**Description:** Two internship positions will support communications efforts for Loyola University Chicago's School of Environmental Sustainability.

Key focuses of the position are **writing, social media, and website content management**. Depending on the interests and skills of individual interns, activities may also include **graphic design** or **video production**.

**Typical activities include:**

- Researching and writing articles for the SES website, newsletter, and annual progress report
- Updating SES web pages, including handling requests from professors and administrators. Interns are trained in the University's web content management system and website best practices.
- Creating content for the school's social media channels (Instagram, Facebook, Twitter, and LinkedIn)
- Video production and graphic design work (Depending on intern skills and interests)
- Managing special projects as needed, including some event work
- Contributing to Climate Change Conference promotional activities

**Qualifications:**

- Strong writing and editing skills
- Ability to coordinate multiple projects and meet deadlines
- Flexibility in taking on duties as needed
- Original thinking and creativity
- High ethical standards and integrity
- Keen sense of brand standards

**Additional skills that may be helpful in this position:**

- Experience with graphic design using Adobe Creative Suite
- Video production experience

**Experience/Education:**

- Graduate or undergraduate student at Loyola University Chicago
- Preferred background or current course of study in environmental sustainability, English, journalism, film, advertising, marketing, public relations, communications, or business.
- Preference will be given to students with experience in news or marketing writing, website content management, and/or video production, but training is

provided for all essential aspects of the internship.

**Requirements:**

- Demonstrated knowledge of (or willingness to learn) the *Chicago Manual of Style* and University style

**Details:**

- 2 to 6 hours per week during the spring 2024 semester (training and onboarding period)
- 10 to 19.5 hours/week while school is in session during the 2024 to 2025 academic year
- 15 to 24 hours/week during summer (Optional)

**Application and Selection Process:**

To be considered for this position, students will submit a one-page resume, which should include relevant courses and experiences, and a one-page statement of purpose outlining what they hope to do with their career and how this internship could help them advance their goals and enrich their Loyola experience. Please combine the resume and statement of purpose into one PDF document and submit the materials to Stephanie Folk (sfolk@luc.edu) by March 20, 2024

Note: Only current undergraduate and graduate Loyola students are eligible for this internship.