



# ENVIRONMENTAL LAW & POLICY CENTER

## **ELPC Communications Internship**

The Environmental Law & Policy Center (ELPC) seeks a talented intern to join our communications team. The candidate will have the opportunity to work as part of an integrated communications team that leverages web, e-mail, social media, reports, and traditional media. We promote ELPC's advocacy efforts in clean energy, clean water, clean transportation, climate change, and natural resource protection. Our work extends ELPC's reach and cultivates supporters. We also provide event support with the development team and complement ongoing and event-driven media.

### **RESPONSIBILITIES**

- Draft and post social media content across Twitter, Facebook, LinkedIn, and Instagram
- Assist with editing ELPC.org website content
- Contribute to blog, e-newsletter, and other long-form communications projects
- Track and monitor relevant media and news
- Research and content planning for press releases and talking points
- Media relations outreach including putting together media lists and making press calls
- Research and collect data points to supplement communications materials
- Help organize and categorize ELPC's communications image library
- Draft email content for Giving Tuesday campaign season

### **QUALIFICATIONS:**

- Undergraduate or graduate students studying journalism, communications, marketing, visual media, or another related field
- Excellent writing and analytical skills
- Demonstrated interest in and commitment to environmental advocacy
- Previous experience with social media management and web content management preferred
- Some graphic design and image editing experience preferred

### **LOCATION & TIME COMMITMENT:**

This part-time internship will be 15-20 hours a week, based at ELPC's headquarters in Chicago, IL with an in-person requirement of at least 6 hours per week on Tuesday and/or Wednesday. The remaining weekly work hours may be performed remotely.