

Organization Name:	The Sustainability Center
Web Address:	Not yet created
Project 1: <i>Communications Assistant, The Sustainability Center</i>	
Project Description: Report to and work in partnership with The Sustainability Center Coordinator. The Communications Assistant will help create momentum and awareness about The Sustainability Center using a variety of communication methods (including print and on-line).	
Duties and Responsibilities:	
<ul style="list-style-type: none"> • Work with the Sustainability Center Coordinator to generate an on-line presence and engage a wide ranging audience • Develop, distribute and maintain a variety of print and electronic forms of communication (print and newsletters, brochures, postcards, website) • Maintain website (using existing logo, graphics and branding theme) with consistent, up-to-date info, links, and events 	
Skills or Education Required:	
Experience providing communication support	
<ul style="list-style-type: none"> • Website creation and maintenance • Outstanding written and verbal communication skills, competent editing skills • Self-starter, able to work independently • Excellent interpersonal skills, team player, able to work collaboratively • High energy level and enthusiastic 	
Preferred: Marketing / Promotion experience or training	
Total Project Hours or Weekly Time Commitment: Minimum 5-8 hours / week; at least three months (or one full semester)	
Internship Duration: Fall Semester	
Intern Workspace: The organization does not have office space to host the intern. It is possible for the intern to complete this work remotely.	
Funding: This is a volunteer position.	