



Position: **Communications Intern (Part-Time, Paid, Limited-Term)**
Reports to: Content Marketing Manager
Status: Non-Exempt

Position Overview

The Intern will support Cool Choices' mission by assisting with social media, communications, business development and administrative tasks.

Primary Responsibilities

- | | % of Time |
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| 1. Assist with specific social media and communications projects, including: <ul style="list-style-type: none">a. Curating participant-submitted stories about their sustainability efforts and securing photos for those stories from participantsb. Sharing client success stories to build and engage in our multiple social media communitiesc. Content creation, including writing and/or editing copy for blog posts, social media and other venues, as directed | 35% |
| 2. Provide support and coordination for Cool Choices business development efforts, including: <ul style="list-style-type: none">a. Tracking sales leads and opportunities in Cool Choices relationship-management systemb. Assisting with research and follow-up activities related to contributions and other development work | 25% |
| 3. Perform a variety of administrative tasks to support Cool Choices operations, including: <ul style="list-style-type: none">a. Creating and processing outgoing invoices to partners, sponsors and other entities, as directedb. Processing incoming vendor invoices and monthly credit card statementsc. Assisting with other administrative tasks as requested | 25% |
| 4. Provide support and assistance ordering and/or distributing prizes/incentives for our sustainability programs, and other materials as needed. | 15% |

Required Qualifications

Education

Candidate should be enrolled in a post-secondary institution, pursuing a degree in business, communications, environmental studies, journalism or a related field of study.

Required Skills & Experience

1. A high degree of personal initiative, as demonstrated by past work experience
2. Tech. savvy with at least six months of experience in social marketing for business, including Instagram, Twitter, Facebook, and Hootsuite
3. Outstanding attention to detail with high level of accuracy
4. Strong verbal and written communications skills
5. Superior time management, project management, and organizational skills
6. MS Office software proficiency including excellent Microsoft Excel skills

Desirable Skills and Experience

1. Experience using a customer relationship management system
2. Knowledge of and/or experience promoting environmentally sustainable practices
3. Familiarity with basic accounting practices
4. Knowledge of SEO best practices
5. Proficiency or willingness to learn the basics of image editing software

Personal Suitability

The ideal candidate will be:

1. Friendly
2. Positive, with a “can-do” attitude
3. Poised
4. Assertive
5. Flexible
6. Able to meet multiple priorities simultaneously
7. Enthusiastic about engaging people around sustainability

Physical Requirements

The physical demands for this position include sitting at a computer or in meetings for long periods of time and using telephone and email to communicate with existing and potential customers, and the general public. Occasional light lifting of up to 25 lbs. is also essential.

Working Conditions and Environment

Cool Choices is a fast-growing nonprofit making a game-based platform that helps people adopt sustainable practices. Our clients are nationwide and include large names you've heard of and smaller businesses too; they truly love our software that tracks energy, water and carbon savings and teaches new ways to live green. Our team is made up of smart, committed people who like to have fun, appreciate a work-life balance and care about making a difference in the world.

Equipment Used:	Computer, fax machine, telephone, copier (Provided)
Travel Status:	None required
Car Required:	No

Normal Work Hours: 10-20 hours per week during normal business hours: Monday through Friday, 8:00 AM- 5:00 PM

To apply, please send a resume and cover letter to jobs@coolchoices.com.