

JOB ANNOUNCEMENT

Communications Intern

Job title	<i>Communications Intern</i>
Reports to	<i>AISWCD Executive Director</i>

Job purpose

Responsible for Association of Illinois Soil and Water Conservation Districts (AISWCD), Soil and Water Conservation Districts (SWCD) and Illinois Urban Manual (IUM) communications and media relations (print, radio, television and other electronic media) including but not limited to the following:

- Production of press releases
- Media communication
- Develop and build working relationship with print, broadcast and social media outlets
- Work with local SWCD members to share upcoming events and policy and resource concerns

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to, the following:

Responsible for communication efforts of the Association and SWCDs

- Develop press releases
- Compose the Conservation Catchall and Protect and Conserve Legislative newsletter
- Update the AISWCD and IUM website weekly
- Post to social media sites

Attend SWCD and Partner's Field Days, Conferences and Training

- Document the events on social media and develop press releases as appropriate

Contact and Correspondence representative for AISWCD to the Soil and Water Conservation Districts (SWCDs)

- Post any upcoming SWCD events to social media or the website
- Assist with any communications-related tasks for SWCDs throughout the state

Qualifications

Qualifications for this position include the following:

- Communications major at Community College, State or Private University
- Knowledge of natural resources, ag-related industry and Soil and Water Conservation Districts
- Ability to work on multiple projects, simultaneously
- Strong familiarity with social media and online platforms (i.e. Facebook, Twitter and You Tube)
- Must possess strong written, verbal and interpersonal communication skills

Position Details

- Starting at 20 hours/week with the potential to increase during college breaks and during the summer
- Will work with college/university to provide credits towards your degree requirements
- Pay will be determined and based on experience and education

Mail or Email: Resume, 3 References and Transcripts to:

AISWCD
4285 North Walnut Street Road
Springfield, IL 62707

or

Email:

Gina.Bean@aiswcd.org

Kelly.Thompson@aiswcd.org

Due By – August 31, 2015