Stanford Environmental Communications Internship

Events | Woods Central

The Stanford Woods Institute for the Environment is the hub of interdisciplinary environment and sustainability research at Stanford University. We are committed to helping produce solutions to the major sustainability challenges facing the world. Comprising 10 percent of Stanford’s faculty and research professionals, our 150 fellows and affiliated faculty are leaders in their academic fields. They bring expertise from across Stanford’s seven schools – business, earth sciences, education, engineering, humanities and sciences, law and medicine – to our pioneering work on environment and sustainability issues. Learn more: woods.stanford.edu

The Institute currently is recruiting detail-oriented students with excellent writing skills to provide communications and events support for the Institute and its subsidiary research centers and programs.

Roles and Responsibilities: Events Intern, Woods Institute Central Office

The Events Intern provides on-going administrative and logistical support to the events team and works under supervision of the conference services manager(s). The primary focus of this position is to help promote, plan and execute internal events, meetings, and conferences.

(50%) Event Promotion: Assist in supporting event promotion activities including email campaigns, fliers, signage and graphic design.

- Learn to use the Woods website content management system to create event entries and manage updates.
- Assist in creating event flyers and invitations and distribute using MailChimp.
- Advertise events on the main Stanford event webpage.
- Work with the Communications team on social media posts about the events.

(25%) Event Administration

- Organize data, files and materials for various events.
- Assist in material preparation.

(15%) Event Logistics

- Assist in coordination of logistics for meetings.
- Assist with on-site meeting management, actively setting up and striking events and assisting where appropriate with errands and general support.

(10%) Salesforce: Help organize and input contacts into Salesforce database.
**Hours and Compensation**
We’re looking for a student or recent graduate who ideally can work 3 hours a day – up to 15 hours per week – between the hours of 8:30 a.m. and 4 p.m. Time may be divided between the Woods Offices on campus and remote locations. This is a paid internship at a rate within range recommended by Stanford’s undergraduate student wage scale.

**Qualifications**
- Bachelor’s Degree or equivalent
- Strong organizational skills is desirable
- Competency in writing with strong attention to detail
- Interest in online and web-based tools; experience updating websites or databases is desirable
- Creativity, openness to new ideas
- Team player with a good attitude
- Knowledge of graphic software programs (InDesign, Photo Shop, etc.) is a plus

To apply, send cover letter with a resume and writing samples to: Mollie Field | mfield@stanford.edu. Note “INTERN APPLICATION” in subject line.