Communications Internships 2019-20

Interested in science communications? Work with the Stanford Woods Institute for the Environment to help raise the profile of Stanford’s environment and sustainability research, experts and events. We’re currently recruiting paid interns to work with the Institute as well as our centers and programs including the Center on Food Security and the Environment; Center for Ocean Solutions; Natural Capital Project; Water in the West and the program on Water, Health and Development.

Duties may include: collecting and sharing media coverage of Stanford environmental research and expert commentary; social media content creation and posting; news-style writing, current events research; basic website updates; metrics and media list development, and events staffing and promotion. Interns with relevant experience or interest may also assist with multimedia content production of videos and podcasts. See additional details and specific listings on our Employment Opportunities page.

Must be able to work independently with minimal supervision; have access to computer with WiFi; comfortable with technology, search, keywords; able to read and evaluate online media material quickly; and write with a minimum of grammatical errors. Attention to detail, interest in current events, and sense of curiosity are key.

Familiarity with the some of the following tools/platforms will help qualify applicants:
- Google Drive, Docs and Sheets
- Social Media platforms including Twitter/Facebook
- Basic website content management systems (eg: Drupal, Wordpress)
- Adobe creative products
- Final Cut Pro video editing software
- Audio-podcasting tools
- Cision Media Database
- SalesForce relationship manager

HOURS AND COMPENSATION
We’re looking for a student to work between 10-15 hours per week – schedule is flexible. Time may be divided between the Woods office on campus and remote locations. This is a paid internship at a rate within range recommended by Stanford’s undergraduate student wage scale.

Send cover letter with a resume and 2 writing samples to: christineblack@stanford.edu. Note “INTERN APPLICATION” in subject line.
DESIRED MAJOR(S)
Any

JOB FUNCTION
Communications / Media

QUALIFICATIONS

• At least 1 year of full-time coursework at college or university
• Must be a student in good academic standing for the duration of the internship.
• Must be able to work independently with minimal supervision; have access to computer with WiFi; comfortable with technology, search, keywords; able to read and evaluate large volume of online media material quickly; and write in AP style with a minimum of grammatical errors.
• Strong writing skills
• Familiarity with social media content creation
• Strong organizational skills & initiative
• Creativity, openness to new ideas
• Interest in online and web-based tools; experience updating websites or databases is desirable
• Experience in videos production and/or graphic design is desirable

CONTACT INFORMATION
Send email to: christineblack@stanford.edu. No phone calls, please.