



Keep Philadelphia Beautiful Communication Internship Fall 2019 & Spring 2020

Keep Philadelphia Beautiful's Communications Intern is responsible for creating and executing a monthly communications calendar in accordance to the organization's overall communications strategy. They will gather content for and author program impact stories, and conduct other outreach and communications tasks as needed.

Skills & Qualifications:

- Excellent written and verbal communication skills,
- Ability to work independently and as part of a small team in a fast-paced environment,
- Basic understanding of photo editing tools (a plus),
- Experience creating compelling content for social media platforms like Twitter, Facebook, and Instagram,
- Basic knowledge of communications and publishing tools like MailChimp, WordPress, and Hootsuite.
- Proficient in Microsoft Office (Word, Excel, PowerPoint),

Details & To Apply:

- Semester-long opportunities:
 - Fall Start Date:** ASAP, or by September 2019
 - Spring Start Date:** January 2019
- 10 hours a week, with the possibility of some weekends and evenings for events.
- This is an unpaid position. Ideally this internship will be eligible for course credit as part of a structured university program.
- Working from personal laptop is preferred, but not required.

Email resume and cover letter with the message title "Intern Application" to Kelly Offner, Executive Director, at info@keepphiladelphiabeautiful.org.

About Keep Philadelphia Beautiful

Keep Philadelphia Beautiful convenes, equips and empowers people to use community beautification to achieve vibrant neighborhoods. We collaborate, educate and provide resources to ignite collective action and neighborhood pride.

We are dedicated to litter abatement and prevention, recycling education and promotion, and waste reduction. We partner with City agencies and the School District of Philadelphia, businesses, neighborhood leaders, school communities, and residents to work towards a shared vision of a cleaner and greener Philadelphia.