



Kentucky Association for
Environmental Education
PO Box 1208
Frankfort, KY 40602
www.kaee.org

Communications Intern Position Opening

Position Summary: KAEE is seeking an enthusiastic and creative writer to join our team and help tell our story. You will have the opportunity to work and network with professionals from across the state, from a variety of different fields. This is a great opportunity to gain experience in the nonprofit sector and an opportunity to gain experience developing marketing materials and publicity skills. If you would like to be constantly challenged, learn a lot, have fun, be inspired, have a significant impact, and work with an amazing team, we encourage you to apply!

Reports to: Executive Director

Summary of Essential Job Functions

- Craft compelling communications to members and other stakeholders through press releases, monthly eeDigests and other eeBlasts.
- Assist in the development of a comprehensive communications plan.
- Assist in developing engaging marketing materials such as videos, web and print content.
- Update websites and social media platforms regularly.
- Promote upcoming events and workshops to a wide variety of audiences.
- Engage in pre-approved professional development opportunities that will enhance leadership, management, or other skill areas.

Minimum Requirements: Passion for the mission of the organization. Creative, fun, excellent writer. Proficient in the use of Word and Google Docs or an ability to pick up new programs easily. Ability to work well remotely and as part of a team. Excellent spelling, grammar, and typing skills with a strong attention to detail. Experience and proficiency in the use of websites and social media. Background or experience in education, communications, administration, journalism, public relations, business, or a natural resource-related field is preferred but not required.

Compensations and Benefits: Stipend of \$100 per week for an average of 15 hours per week. This position will work remotely, although travel to meetings may be required. Reimbursement will be given for costs incurred during work-related travel.

To Apply: Please send resume and cover letter to Ashley Hoffman, KAEE Executive Director, at director@kaee.org. Deadline December 16. Phone interviews will take place in late December/early January. Position to begin in mid-January.

Questions? Contact Ashley Hoffman, director@kaee.org or (270) 214-0587.

KAEE is an equal opportunity employer. People of color are strongly encouraged to apply.