

Position: Communications Intern
Reports To: Director, Marketing and Communication
Job Function: Writing/Editing/Designing

Location: Raleigh, NC (remote flexible)
Hours: Flexible, up to 20 per week
Compensation: \$12 per hour
Duration: Preferably one-year, but not limited to or required. The one-year time frame also has the opportunity for extension.

Position Summary:

North Carolina Sustainable Energy Association (NCSEA), located in Raleigh NC, has an exciting communications internship available for a current undergraduate or graduate student.

Responsibilities:

The intern will work on our communications team supporting several day-to-day functions that include:

- Managing NCSEA's social media accounts through copywriting, scheduling, engagement, and report analysis
- Co-writing and proofreading content for newsletters and other communications including blog posts
- Setting up Google ads for various targeted audiences
- Updating NCSEA's website with relevant content and information and compile website data reports
- Developing marketing materials for various teams
- Attending meetings (internal and external) and reporting back with key findings
- Assisting with graphic design/creation
- Working with internal teams to identify promotional and marketing opportunities within NCSEA's existing communications channels
- Research and update membership information using CRM tool NEON

Qualifications:

Must be a current undergraduate or graduate student. Preferred fields include Environmental Studies, Communications, Marketing, Graphic Design, English/Journalism, Public Relations. Exceptional writing and creative skills preferred, with prior communications experience a plus. Some familiarity with the clean energy also preferred.

- Advanced skill in Adobe Creative Suite (mainly Illustrator, InDesign, and Photoshop)
- Advanced skill in MailChimp email platform
- Proficient in WordPress, Wix, and HTML
- Excellent written and verbal communication skills

- Working knowledge of social media platforms (Facebook, Twitter, LinkedIn & Instagram)
- Working knowledge of Google Analytics/Ads

NCSEA is proud to be an Equal Opportunity Employer.

We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. NCSEA believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.