

Communications Program (based in Bellingham)

Conservation Northwest is a grassroots organization of 7,000 members who support us because of what we do best: “keeping the Northwest wild.” The major tools we have for communicating to our membership are our written publications, including a quarterly magazine, our website at www.conservationnw.org, and our action alert email lists, in addition to numerous brochures and other publications. We also communicate with the broader public and elected officials through the media. This includes regular direct contact with journalists and editorial boards, as well as submitting our own editorials and op-ed’s, and occasional media buys of newspaper, radio, internet, or television advertising. These internal and external communication systems constitute our communications program.

As a Conservation Northwest communications intern you will learn about "advocacy journalism" and how to write and publish for an interested lay public who care deeply about our Northwest wildlife and habitat. Learn about the major types of communiqués put out by a conservation advocacy group, ranging from appeal and renewal letters to periodic newsletters. And learn the process of “media work,” through “pitching” stories to journalists, writing letters to the editor, and organizing grassroots letter campaigns. Hone your science writing and technical communication skills. Involve yourself in all aspects of the production of Conservation Northwest publications.

Duties

- Assist the editor on quarterly newsletter production. Depending on applicant’s skills/interest, may include:
 - 1) Developing issue content: may include writing and researching articles and/or interviews, compiling news shorts, and headlines writing
 - 2) Assisting in the dummyming and design of an issue
 - 3) Acquiring illustrations, including research and solicitation of artists
 - 4) Copy editing and proofreading of draft and final publications
- Help produce miscellaneous brochures and other publications, pamphlets, posters, as needed
- Work to scan, store, and archive photographic images
- Help develop and edit Conservation Northwest website content
- Monitor news media and store pertinent articles
- Compile bios of newspaper journalists, editorial boards, and publishers
- Interface with journalists and editorial boards

Timeline/Compensation

- Flexible start date; 3 or 6 month commitment
- 15-20 hours/week, primarily during business hours
- Compensation: College credit and cutting edge experience; \$400 stipend per quarter

Skills Required

- Strong writing and editing skills, and previous background in publications
- Coursework in or experience with journalism, writing, media and/or production; coursework in environmental studies, biology, and/or ecology
- Good interpersonal skills for author outreach and reporting
- Ability to work independently and creatively

Management

- Erin Moore, Conservation Northwest publications coordinator and editor: internship supervision
- Jasmine Minbashian, Conservation Northwest communications director: internship supervision
- Rose Oliver, Conservation Northwest grassroots coordinator: intern coordination