

Job Title: Sustainability Communications Intern
Office of Sustainability Interns
2021-2022

Position Description:

Do you love staying in the loop on all things sustainability? Are you always sharing what the latest way to live more sustainably is with your friends, family, and community? The Tufts Office of Sustainability is seeking an undergraduate intern to assist with our outgoing communications. They will work under the Communications Lead to plan and share social media content and build the monthly newsletter.

Hours & Timeframe:

This position will be available in the first week of the Fall 2021 semester. The intern is expected to work 8-10 hours a week, primarily during business hours (M-F, 9 AM - 5 PM).

Required Skills & Qualifications:

- Excellent writing and research abilities
- Familiarity with social media platforms including Facebook, Twitter, and Instagram
- Ability to source and create content for social media sites
- Reliable and manages time effectively
- A can-do attitude
- Good customer service abilities
- Creative thinker with an interest in storytelling
- Interest in sustainability
- Exceptional organizational skills

Preferred Skills & Qualifications:

- Experience with Adobe Creative Cloud (Photoshop, In Design, Illustrator)
- Graphic design background (print and digital)
- Experience with any of these programs: Sprout Social, MailChimp, WordPress, Excel, Asana
- Knowledge of sustainability efforts at Tufts
- Creating ad campaigns through Facebook Business
- Comfortable communicating with faculty and staff from across the university via email or phone
- Experience using social media as a brand
- Experience working within a brand style guide

Pay Rate: \$13.50/hour

Work study preferred

Apply via Handshake with a cover letter addressed to Allison Larmann, along with a resume. Please note that applications without cover letters will not be considered. Direct questions to sustainabilityoffice@tufts.edu. Please apply by May 4th for the strongest chance of consideration.

Positions open: (2)

Handshake link: <https://app.joinhandshake.com/jobs/2957579>