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re-store.org

## **THE RE Store Internship: Marketing & Outreach Coordinator**

RE Sources is a non-profit environmental education and advocacy organization. Our mission is to promote sustainable communities and protect the health of northwestern Washington's people and ecosystems through science, education, advocacy, and action. Our vision is for people in northwest Washington to live satisfying lives in accord with the ecosystems we depend on — generation after generation. Current programs include The RE Store, Clean Water, Clean Energy and Sustainable Schools. The primary goals of The RE Store are to divert as much reusable material as possible from the landfill and to build a culture of reuse in our community.

### **MARKETING & OUTREACH COORDINATOR**

The RE Store seeks a motivated intern who will be responsible for assisting in the implementation of marketing and outreach plans. This is a part-time, unpaid position for 10-15 hours per week on-site. Open starting spring 2018, two-quarter minimum. Intern reports to the Marketing and Outreach Manager. Intern supervisor is glad to work with intern and scholastic advisor to meet coursework requirements.

### **QUALIFICATIONS**

The ideal candidate will possess the following skills and attributes:

- Strong verbal and written communication skills;
- Ability to work on multiple projects at any given time;
- Ability to work independently and as part of a team;
- Proficiency in web and social media navigation;
- Excellent interpersonal skills;
- The ability to initiate and follow through on projects;
- Proficiency in Microsoft Office and Google applications;
- Experience managing a Facebook business or non-profit page;
- Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment;
- Ability to meet deadlines.

### **RESPONSIBILITIES**

The key responsibilities of the Marketing & Outreach Coordinator are to:

- Maintain awareness of current events related to green building and creative reuse;
- Maintain social media presence;
- Create and review journalistic pieces;
- Create and post web content, white papers, newsletter content, blog posts, etc.;
- Create posters, pamphlets, banners, and other graphics materials in line with organizational brand standards;
- Provide logistical and promotional support for RE Store events;
- Engage in community outreach opportunities;
- Solicit businesses for partnership opportunities;

- Create store signage following branding standards;
- Track and report on analytics of various communication channels;
- Develop social media platforms new to the organization;
- Deepen engagement within existing social media platforms.

### **LEARNING OPPORTUNITIES**

The intern will gain experience in:

- The basic operations of a nonprofit organization;
- Supporting a successful retail business;
- Maintaining professional interpersonal relationships;
- Meeting participation and leadership;
- Scheduling, project management, and time management;
- Building useful relationships within the community;
- The use of advanced social media tools, Adobe Creative Suite, and WordPress Content Management System,
- Topics relating to digital photography, analytics, graphic design, website management, strategic planning, evaluation, budgeting and more.

### **Timeline and Goals:**

The Marketing & Outreach Coordinator Intern position is a part time, unpaid position for 10 hours per week on-site at The RE Store starting in spring 2018.

Your signature acknowledges understanding and acceptance of the role of The RE Store Marketing & Outreach Coordinator Intern position.

### **To Apply**

Please send the following application materials to Samantha Hale, [samanthah@re-store.org](mailto:samanthah@re-store.org)

- A cover letter and resume
- 1-2 writing samples (and 1-2 design examples, if available)
- Your availability over your desired quarters, including start and end dates (please be specific)

Applications accepted on a rolling basis throughout the school year.