



**TITLE:** Communications Intern, Spring 2022

**EMPLOYMENT TYPE:** Intern

**LOCALITY:** Brooklyn, NY, preferred, remote possible

**DEPARTMENT:** Communications

**SUPERVISING MANAGER:** Communications Manager

**TEAM:**

- Social Media and Digital Marketing Manager
  - Writer and Editorial Manager
  - Communications Associate
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Organizational Overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities—including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

Internship Overview

RFUS is looking for a creative, digitally savvy communicator to support our rights-based forest protection and climate initiatives.

This internship is focused on providing support for the implementation of RFUS's communications activities, from social media to blogs to digital campaigns and other editorial work. Immersed in the field of nature-based and people-based solutions to climate change, the intern will build skills while implementing a range of communications strategies, including writing for various audiences and platforms, designing social graphics and communications products for digital platforms and print, and implementing best practices in communications for social impact.

The Communications Assistant will report to the Communications Manager and liaise with the Social Media and Digital Marketing Manager, Writer and Editorial Manager, Communications Associate as well as program and fundraising staff as required.

### Opportunity

RFUS strives to inspire change makers to join the movement for an equitable, just and sustainable future and our internship program is one way we do that. Our internships are designed to harness the passion and skills of individuals who are early in their careers to produce tangible, real world results. Through this program, we hope to help launch the next generation of climate, environment, and human rights leaders.

A breakdown of duties for this role is as follows:

- Support with content creation for the organization's website, emails, videos, and social media
- Implement new strategies to measurably grow audiences and audience engagement, in particular around use of innovative tools and functions to engage optimally with each platform
- Build experience around monitoring and evaluation for communications, tracking metrics and assessing impact
- Other responsibilities suitable to this position

As we understand interns are often engaging in internships alongside coursework or other employment, it is our expectation that interns join in a PT capacity (20 hours/week). We ask for a minimum 3-month commitment for all internships.

We aim to provide interns a rich immersion into a mission-driven, non-profit organization. Interns participate in all-staff calls, have one-on-ones with senior staff members, and gain broad exposure to the work we do and the network we operate within.

### Requirements

- Bachelor's degree in international affairs, human rights, environmental science, sustainable development, journalism, communications, marketing or advertising (or other relevant field) recently completed or in progress
- Demonstrated experience using social media (Facebook, Instagram, Twitter, etc.) and/or email marketing platforms to reach out and engage audiences
- Training in design or other media production tools (Photoshop, Illustrator, InDesign, After Effects, Premier) a strong advantage
- Strong written, oral and interpersonal communications skills
- Detail-oriented and able to produce quality outputs in a timely manner
- Ability to organize, prioritize and complete work independently
- Demonstrated commitment to issues of social justice, environment, climate, and/or human rights
- Experience working with local and indigenous communities is an advantage

### Language

- Full professional proficiency in English is required
- Professional working proficiency in Spanish and/or Portuguese is a strong advantage

### Compensation

Interns with Rainforest Foundation US are compensated at a rate of \$15/hour. Part-time employees are entitled to up to 5 days per year of sick leave.

### Workplace Culture

Rainforest Foundation US prides itself on providing a flexible, equitable, family-friendly and inclusive work environment that values work-life balance. Our offices are pet friendly and located in an historic downtown Brooklyn neighborhood that is easily accessible by public transit and boasts a wide range of restaurants and services. In light of ongoing challenges due to the pandemic, interns are required to have their own computer and maintain reliable internet connection to work from home. In-office workstations will be available on a very limited basis.

### Application Instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Providing a link to a portfolio of past work is an advantage.

Please send full application to [jobs@rffny.org](mailto:jobs@rffny.org) using subject line: "POSITION TITLE - YOUR NAME"

Any position-related questions may also be directed to this email address. Please note that the position will be listed as open until filled. Interested candidates are encouraged to apply early. Only those candidates that are short-listed for interviews will be contacted.

### Other Information

The candidate must possess the legal requirements to work in the United States; Rainforest Foundation US will not sponsor visas for international candidates.

Black, indigenous, and people of color are encouraged to apply.

Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Rainforest Foundation US is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.