

## **Earn Credit to Work with Downtown Greens**

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

**Position:** Marketing and Communications Intern

**Job Description:** Downtown Greens is looking for a Marketing/Communications Intern to boost the visibility of the organization and promote fundraising campaigns through the creation of a portfolio of targeted visual and written communication.

This position is best for an individual working on a degree in communications, digital studies, marketing, English, or visual arts.

### **Responsibilities could include:**

- Creating social media content and printed materials (newsletter, save the date event materials, thank you letters)
- Updating website content
- Creating or re-designing Powerpoint presentation for community outreach
- Designing printed outreach material - thanking donors, attracting new donors, introducing people to the garden (brochure), event material (save the date, thank you letters)
- Creating a teaser video from content that has already been collected, as well as collecting additional content as necessary
- Designing packaging for some of the products from the garden that we distribute
- Writing press releases for fundraising campaigns

### **Job Qualifications:**

- Experience or strong interest in public relations, journalism, web design, social media, video editing, and/or graphic design
- Attention to detail and strong writing/editing skills
- Must have ability to work independently and as part of a team

### **Location and Hours:**

- Position will be located at the Downtown Greens headquarters in Fredericksburg, VA with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

**To Apply:** Submit a resume and cover letter to [downtowngreens@gmail.com](mailto:downtowngreens@gmail.com).