



MEDIA ASSISTANT INTERN COMMUNICATIONS

DESCRIPTION

The Palos Verdes Peninsula Land Conservancy (PVPLC) manages over 1500 acres of open space on the Palos Verdes Peninsula. PVPLC has over 20 staff members and an annual operating budget of over \$1,000,000. As a non-profit organization, communicating the mission and resource needs of to the public is critical.

The Media Assistant Intern will work under the direction of the Manager of Marketing and Communications to help enhance electronic media communications. Tasks will include website and email development, Facebook, and Twitter management and postings.

This is a volunteer internship requiring a minimum of 10 hours' work per week.

REQUIREMENTS

- Currently enrolled in a college or university as a junior, senior, or graduate student
- Knowledge of html a plus
- Experience with all forms of generating electronic communications preferred
- Ability to work independently

PROJECT LEAD

Louise Olfarnes

TO APPLY, SEND APPLICATION, COVER LETTER, AND RESUME TO:

Ann Dalkey, Science Director
310-541-7612 x208
adalkey@pvplc.org

