



**Keep
Durham
Beautiful**

Keep Durham Beautiful Summer Communications Internship

Keep Durham Beautiful (KDB) is a nonprofit, volunteer organization that works to build environmentally just, resilient, and beautiful outdoor spaces in cooperation with Durham communities, and enhance the appearance of Durham through litter cleanups, waste reduction, and community greening. We are currently seeking applicants for a summer communications internship. This is a 12-week paid opportunity for 8-10 hours per week. The candidate must have access to a computer with a reliable internet connection. While KDB is based in Durham, NC, we will consider the option of the intern working remotely.

Duties & Responsibilities:

- Grow and manage Keep Durham Beautiful's social media presence across platforms including Facebook, X (Twitter), Linked In, YouTube, and Instagram;
- Develop engaging and consistent content for website and social media outlets
- Produce print and online marketing materials for volunteer and fundraising events;
- Prepare a social media report for the Board of Directors;
- Create a strategic communication plan focused on volunteer and donor recruitment and retention;
- Report to supervisor weekly.

Requirements:

- Strong written and oral communication skills;
- Detail-oriented and self-motivated;
- Experience with social media platforms, such as Twitter, Instagram, and Facebook;
- Experience using a Squarespace website or similar platform preferred;
- Demonstrated interest in environmental issues including litter prevention, recycling and waste reduction, pollinator conservation, and community greening;
- Preferred candidate has experience with the people, communities, and culture of Durham.

Benefits:

- \$500 monthly stipend
- Professional development opportunities related to social media marketing;
- Hands-on experience advancing communication and marketing development for an environmental nonprofit organization;
- Networking experience among Durham-based environmental organizations and the City of Durham.

How to Apply:

Please email a cover letter, resume, and writing or design sample to Dawn Keyser, KDB Program Director, at dawn@keepdurhambeautiful.org with the subject-line, "KDB Communications Internship." Applications will be reviewed on a rolling basis until Saturday, May 25th at 11:59pm. Candidate can start immediately. Contract extension in the Fall will be considered for the right candidate.

Keep Durham Beautiful is an equal opportunity employer. Employment decisions will be based on job requirements and individual qualifications without regard to race, color, religious beliefs, sex, age, sexual orientation, marital status, disability, national origin, or any other status protected by North Carolina laws or regulations.