



Public Relations & Communications Internship

Description: Cincinnati Nature Center is a large private, nonprofit environmental education organization whose mission is "To inspire passion for nature and promote environmentally responsible choices through experience, education and stewardship to ensure a sustainable future." CNC consists of two sites, Rowe Woods and Long Branch Farm & Trails, which make up more than 1,600 acres of irreplaceable natural and agricultural land.

One Public Relations and Communications Internship position is available in the Marketing & Development Department at CNC's Rowe Woods, a 1,025-acre site that offers 18 miles of hiking trails and outstanding environmental educational program for children and adults.

The Public Relations & Communications Intern will report directly to the Community Relations Manager and provide support to Marketing & Development staff specifically for program and event promotion, local media coverage, publication design and editing, special events and website content.

Hours, start date and end date are negotiable. For more information about CNC visit www.CincyNature.org. For additional information about the Public Relations & Communications Internship, please contact Kristi Masterson, Community Relations Manager, at 513/831-1711 ext. 124.

General Duties

- Prepare, distribute, and follow up on press releases
- Promote programs and events to local media and on-site visitors
- Research and write articles and op-eds for newsletters and other publications
- Assist with special event planning and implementation
- Assist with publication layout and design and editing
- Oversee publications through the print process
- Update and preparing original copy for CNC's web site
- Cataloging print and digital photographs and maintain a catalog of press releases and press clippings
- Make presentations about CNC to the general public

Education/Qualifications

- At least three years of college
- Experience in the fields of communication, journalism, English

- Exceptional writing and proofreading abilities
- Good communication skills and public speaking ability
- The ability to work well on a team, but the flexibility to work independently with little supervision
- Knowledge of Adobe InDesign, Illustrator, and Photoshop helpful
- Interest in hiking, nature and/or environmental education is a plus

Application Process

Applications are accepted throughout the year. Please send resume, three professional references, letter of interest and at least two writing samples to kmasterson@cincynature.org, or mail to:

Cincinnati Nature Center
Attn: Kristi Masterson
4949 Tealtown Road
Milford, OH 45150