



## Communications and Fundraising Intern

**Location:** On-site, Atlanta, GA

**Hours:** 10 hours per week

**Duration:** Semester long, with opportunity to extend

**Pay:** Unpaid internship; will work with intern's academic program to secure internship and/or course credit

**Reports to:** Executive Director

### Position Overview

The Environmental Equity Information Institute (E2I2) is a 501(c)(3) environmental justice (EJ) nonprofit that partners with EJ communities to help them access, understand, and use pollution and climate data for transformative change. We are seeking an intern to assist with a variety of communications and fundraising activities.

### Key Responsibilities

#### Communications:

- Responsible for creating and scheduling monthly themed content for E2I2's social media platforms.
- Identify and implement strategies to grow our social media audience and engagement statistics.
- Assist the Executive Director in creating and writing a monthly newsletter.
- Write short articles for publication about our work.
- Monitor media coverage and compile media reports.
- Support the development of marketing materials, including brochures, flyers, and presentations.
- Assist with designing logos and branding E2I2 products and projects.

#### Fundraising:

- With the Executive Director develop communications and marketing tools to implement E2I2's fundraising strategy. This may include email blasts, social media campaigns, and developing videos to showcase E2I2's work.
- Maintain donor databases and ensure accurate record-keeping.
- Assist in donor communication and stewardship activities.

## **Required Qualifications**

- Currently enrolled in or recently graduated from a degree program in Communications, Marketing, Non-Profit Management, or a related field. Or an undergraduate with several years of relevant work experience.
- Superior written and verbal communication skills.
- Proficiency in social media platforms and content creation tools including the ability to create short videos.
- Basic understanding of fundraising principles and donor relations.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Passion for the organization’s mission and values.
- Demonstrated creativity.
- Ability to use Canva.
- Ability to use Constant Contact or similar communication application.

## **Preferred Experience**

- Understanding of how to use AI solutions for communications-related purposes.
- Experience with or knowledge about environmental topics.
- Ability to use client relationship management systems.

## **What We Offer**

This internship provides an excellent opportunity to gain hands-on experience and mentorship in non-profit communications and fundraising. The successful candidate will gain practical experience in communications and fundraising within a non-profit setting. They will also develop skills in content creation, social media management, and donor relations, and gain experience with the process of planning and executing fundraising events and campaigns.

## **How to Apply**

Send a cover letter and resume to [info@e2i2.org](mailto:info@e2i2.org) with the subject title “Fundraising & Communications Intern.” In your cover letter, please highlight your relevant skills, experience, and passion for environmental equity. Submissions unresponsive to these instructions will not be reviewed.

E2I2 is committed to diversity and inclusivity. We welcome applications from candidates of all backgrounds, without discrimination based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.