



Providing National Leadership and Services for Advancing the Outdoor Recreation Profession

Intern Job Description: Communications Intern

The Society of Outdoor Recreation Professional's mission is to promote, advance, and serve outdoor recreation professionals in research, planning, management, and policy development. The non-profit professional organization hosts the annual National Outdoor Recreation Conference and additional networking, professional development, and training opportunities.

Description: SORP seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of communications and marketing while working for a national nonprofit organization.

Responsibilities:

- Update and maintain SORP's social media presence
- Plan, write and manage biweekly eNewsletter
- Develop marketing materials for webinars, conference and other events
- Update the SORP website when needed
- Assist with production of SORP Annual Report
- Support monthly webinar administration
- Attend membership and communication committee meetings, including taking minutes
- Review SORP Marketing and Public Relations plans and develop implementation schedule (in conjunction with membership and communications committee)
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

Qualifications:

- An effective communicator, both written and oral
- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous experience in marketing or communications is a plus



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- Must be computer literate (working knowledge of Microsoft Word, PowerPoint, Excel); experience with website editing a plus
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of SORP and the outdoor recreation profession

Term: Nov. 1, 2018 – May 31, 2019

Hours and Reporting: Approximately 5 hours a week/20 hours a month. Work will be performed from the intern's location with weekly check-in via phone with the Executive Director. Intern will also attend Membership and Communication committee meetings (typically bi-monthly) and may be invited to attend board meetings (via phone).

Compensation: \$12/hour

Other: Intern will use own computer and will be given access to SORP files on Google Drive so a Google account is helpful.

To Apply: Please send cover letter and resume to Laurel Harkness at laurel.harkness@recpro.org.