**Office of Sustainability - Student Internship**

**Job Title**: Communications and Outreach Intern

**Location**: Office of Sustainability, Facilities & Operations; Remote

**Salary**: $15.00 per hour

**Schedule**: 6-12 hours per week

The Office of Sustainability (OS) is seeking a student worker to promote this office and its mission, the student-led projects it maintains, and broader sustainability efforts at SCSU including partners on and off campus. This will include design and sharing of media, creation and distribution of a newsletter, routine posting on multiple social media platforms, attending tabling events on campus, and fostering partnerships with both on and off campus departments and organizations. An ideal candidate will offer creative suggestions and improvements to existing workflows and systems of outreach. This position requires 6-12 hours per week split between the office, remote, and specific events on campus. This is a paid position but the Office of Sustainability welcomes academic credit interns, volunteers, and students seeking capstone projects or research.

**Responsibilities**:
- Create an outreach plan to increase visibility of OS and its partners, promote the mission and goals of OS, and to raise awareness or educate viewers on the topics related to OS projects and mission;
- Create and share a newsletter;
- Maintain a schedule of posts, reels, and stories for existing social media accounts;
- Receive and manage a collection of photos from OS staff using Google Drive or OneDrive;
- Create physical signage for the existing OS projects, events, and tabling events;
- Coordinate collaborative social media campaigns with SCSU ICM;
- Submit updates for OS webpage.

**Qualifications**:
- Must be able to work independently and as a team with other interns and volunteers;
- Demonstrated professional interest in communications, design, or media;
- Available to work a minimum of 3 days per week for a total of at least 6 hours;
- Strong communication skills;
- Experience with any platform for graphic design.

**Preferred Skills**
- Proficient in Google Drive, and Microsoft Outlook;
- Experience with Canva;
- Proficient with Facebook, Instagram, Twitter, LinkedIn;
- Experience with photography;
- Experience with email marketing platforms;
- Experience creating events using OwlConnect.

Interested applicants should submit a copy of their **resume** and **cover letter** to Heather Stearns at ([stearnsh1@southernct.edu](mailto:stearnsh1@southernct.edu)) or Derek Faulkner ([faulkenrd4@southernct.edu](mailto:faulkenrd4@southernct.edu)) with "Communications Intern" in the subject line. Applications will be accepted until the positions are filled.