



## **Marketing/Communications Internship**

Keep Texas Beautiful (KTB) is a statewide 501(c)(3) nonprofit organization with a mission to inspire and empower Texans to keep our communities clean and beautiful. Founded in 1967, KTB works with almost 400 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Keep Texas Beautiful is an affiliate of Keep America Beautiful.

### **General information and duration of internship**

The program's duration is a maximum of one semester. Internships will be conducted in-office. Parking is included at no additional cost.

### **Intern Responsibilities**

KTB seeks a Communications Intern to support our affiliate programs, communications and resources. This is an excellent opportunity for a self-starter with exceptional organizational, writing and communication skills, who is eager to gain experience in all aspects of nonprofit management. The Communications Intern reports to the Communications Director, but will also have projects reporting to the Programs Director. Interns make an important contribution to the operation of Keep Texas Beautiful. Our interns are given hands-on responsibilities and experience. Within your working units you serve as a member of a team and perform needed functions.

- Produce written content for blog posts, social media, email/eneletters, media pitches and more
- Support blogs and social media posts with graphic tools like Canva and Adobe InDesign
- Assist in tracking media coverage
- Research historical, environmental and relevant content stories for content creation
- Collaborate with KTB leaders to highlight member content
- Coordinate and support Communications department through CMS and CRM organization, digital assets and more as needed
- Support the Programs department in the Don't mess with Texas® Art Contest and where needed
- Attends staff and department meetings when appropriate.

### **Qualifications**

Requires a student (sophomore level or higher preferred) enrolled in a college or university. Proficiency in Microsoft Office Systems required. Experience with Adobe Design products, Social Media, content creation and digital marketing a plus. Previous internship or related experience in marketing or communications is also a plus. Should demonstrate good interpersonal skills and maintain professional business office appearance. Must be able to follow oral and written instruction. Strong written and verbal communication skills and excellent organizational skills required.

**Please email a cover letter, resume and relevant writing sample to [brianna@ktb.org](mailto:brianna@ktb.org).**