

**TITLE:** Communications Intern (part-time)

**LOCATION:** Interstate Environmental Commission, 2800 Victory Blvd. Bldg. 6S Room 106, Staten Island, New York 10314 and 710 Parkside Avenue, Brooklyn, NY 11226. It is anticipated that this position will be primarily remote during 2021.

**SALARY:** This is a paid (hourly) position.

**ADDITIONAL INFORMATION:** As the position is part-time, benefits are not provided with the exception of Social Security, unemployment and workers' compensation insurance. It is expected that this position will not exceed 20 hours per week.

**BACKGROUND INFORMATION:** The Interstate Environmental Commission comprehensively addresses water quality issues and priorities in the IEC jurisdictional waters in the tri-state area (NY, NJ, and CT). IEC performs a diverse array of water quality projects that include ambient water quality monitoring surveys, compliance inspections, laboratory analyses, public education and outreach.

**JOB SUMMARY:** Act as liaison between IEC staff and website contractor to provide timely content and updates for website and social media. Write and develop content for social media, website, quarterly email newsletters, state summaries and Annual report. Assist Executive Director in the general operations of the office related to development and distribution of Commission meeting materials and reporting requirements. May participate in meetings of the Executive Committee and Commissioners, where appropriate.

**DUTIES AND RESPONSIBILITIES:**

**Writing/Communications:**

- Develop content for IEC's annual report; research and write copy, compile visuals, prepare material for layout, monitor production.
- Create and edit content for IEC's website, [www.iec-nynjct.org](http://www.iec-nynjct.org)
- Maintain appropriate content on IEC's website to ensure they are up-to-date and accurate.
- Solicit photos from staff related to Commission activities. Maintain and organize photo library for use in IEC and partner publications, website, social media, as appropriate.
- Other duties as assigned.

**Social Media Lead:**

- Raise IEC's public profile by writing and publishing social-media posts and by facilitating participation by and contributions from other members of the staff.
- Foster connections through appropriate social-media likes and reposts.

**Collaboration and Outreach**

- Work closely with staff and participate in limited field activities (including boat surveys) to inform and guide the development of content and articles and compile photos for IEC publications.
- Attend environmental outreach and public information events with IEC staff, as appropriate. Develop outreach materials, including display materials for such events.

The satisfactory performance of the above duties and responsibilities requires the candidate to have a thorough understanding of the Commission's programs, organization, and policies, to exercise initiative

and resourcefulness and to be able to work effectively with varied professional backgrounds. Excellent attention to detail in terms of accuracy, presentation, design and grammar. Excellent ability to convey material in concise, professional messaging suitable to a broad audience.

**SUPERVISORY CONTROLS:** Incumbent operates under the general supervision of the Executive Director who provides instruction on new work, guidance and review of completed work to assure accuracy and adherence to established policy and requirements.

Independently performs tasks in an efficient and effective manner, using creativity and good judgment. Consults with Executive Director on certain matters of policy. The Executive Director evaluates job performance.

**RECOMMENDED QUALIFICATIONS:**

**Education**

A minimum three years towards a bachelor's degree in communications, English, creative writing, journalism, language arts, liberal arts, inter-disciplinary environmental studies or related field preferred.

**Special Knowledge and Skills**

Knowledge and experience with aspects of environmental issues, policies and regulations, particularly in relation to water quality.

Excellent communication skills, both verbal and written

Excellent organizational skills

Graphic design skills

Ability to communicate science and data to the public

Ability to work independently, and as part of a team

Excellent computer skills

Ability to follow oral and written instructions

Ability to maintain accurate records