



Online Communications Internship

Position: Unpaid web intern at the Oregon League of Conservation Voters, approximately 15 hours/week

Start date: March 29, 2010 or soon thereafter

End date: Flexible—to coincide with the end of the Spring term, around early to mid-June.

About us: The Oregon League of Conservation Voters is a grassroots organization that serves as the political arm of Oregon's environmental community. We work in the Legislature to pass pro-environment laws, work in elections endorsing and supporting pro-environment candidates, and create environmental scorecards that educate voters about how their elected officials vote.

Our staff of ten works in a professional but appropriately casual work environment in downtown Portland. We work hard but know how to laugh.

About the position: We are looking for a web- and social-media-savvy intern with strong writing skills and the ability to multi-task. The position is unpaid, but would provide **multiple benefits for the selected candidate**, including communications and new-media skill-building, networking in Oregon's environmental political arena, opportunities to blog, exposure to the inner workings of law-making in Salem, and help turning the experience at OLCV into resume bullet points. The intern will also have the opportunity to bring new communications ideas to the organization and implement them.

The bulk of the internship will focus within two areas of OLCV's current work: Election work for the May primary, and work with the Oregon Conservation Network.

Duties are almost entirely web-related. They could include but are not limited to:

- Writing and adding content to websites and formatting web pages
- Data entry in Excel or directly on website
- Working with Facebook and Twitter, helping to build OLCV's social media presence
- Working with digital images

The ideal candidate should have:

- Sharp writing and editing skills
- Above-average proficiency in Word and Excel
- Experience working with digital images in a program like Gimp or Photoshop
- The ability to self-motivate and multi-task
- Patience with potentially mundane tasks

- An interest in Oregon environmental politics
- Respect for deadlines

To apply: Please send a resume and cover letter to Toby Van Fleet, OLCV Communications Director: toby@olcv.org.

Deadline: March 23, 2010

Oregon League of Conservation Voters
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