Island Press is a nonprofit organization that communicates ideas essential to solving environmental problems. Our books, products, and program activities help stimulate new ideas, educate professionals and the public, inspire environmental protection, and prepare the next generation of environmental leaders.

We offer various intern positions for individuals with interest in these areas and who are available for a minimum of 10 hours per week either remotely or in our Washington, DC headquarters. Our internships are paid positions and may also receive program or course credit if approved by the educational institution.

Read what past interns have to say about the internship experience at Island Press.

**INTERNSHIP DESCRIPTIONS**

**EDITORIAL**
Interns in this department will: improve skills by reviewing and evaluating book proposals and manuscripts; become familiar with the book publishing process through participation in editorial planning, cover design, and ‘decision to publish’ meetings; learn the process of assembling and preparing elements of a book for production through art research, manuscript formatting, or proofreading; and become proficient in various editorial tasks including contract processing and obtaining permissions. Interns will build on their interest in pursuing a career in editing or publishing, or in environmental topics.

**DEVELOPMENT & CORPORATE COMMUNICATIONS**
Interns in this department will work closely with the Development team to learn about fundraising and corporate communications strategies. Intern will: develop an understanding of fundraising by conducting research, creating prospect profiles, and recommending strong prospects to the team; improve writing skills by working with staff on external communications; and increase understanding of environmental issues by writing for varied audiences. This position provides a unique opportunity to learn more about nonprofit management.
QUALIFICATIONS

To be successful in any of the above intern positions, candidates should have:

- An interest in publishing, the environment, or non-profit organizations.
- Ability to handle multiple projects and perform duties with an attention to detail.
- Ability to communicate concepts effectively in writing.
- Familiarity with various software programs, including word processing, spreadsheets, and databases.

COMPENSATION & BENEFITS

The summer 2022 internship is a paid, temporary, part-time position and is not eligible for other employment benefits.

- $15.20 hourly wage
- Limited flexible scheduling of 10-20 hours per week
- Telecommute or work onsite in the DC headquarters
- Pre-tax commuting benefits and free Capital Bikeshare membership
- Free membership to on-site fitness center
- Employee discount on Island Press titles
- Participation in our Island Press 101 Day to learn the inner workings of a publisher and non-profit organization

APPLICATION

To apply, please submit a cover letter detailing how this position aligns with your career goals, what you would like to accomplish in the internship, and mention any experience you may have had relevant to the descriptions above. Also include a résumé of your past work and/or volunteer experiences, highlighting your accomplishments. Send application materials to resumes@islandpress.org and with a subject of “Summer Internship.” No calls please.

Island Press is an equal employment opportunity employer committed to promoting a workplace as diverse as the environment it is committed to protecting. We encourage applications from qualified individuals regardless of race, color, national origin, gender, gender identity or expression, sexual orientation, age, religion, political association, disability, veteran status, or any other status protected by law.