



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 seek energetic and enthusiastic environmentalists for various intern positions in our Washington, DC headquarters. Ideal candidates will be detail-oriented with excellent organizational and computer skills and available 10-20 hours per week. Our internships are unpaid, volunteer positions.

Check our [website](#) for the most up to date availability of internships and read what [past interns](#) have to say about the internship experience at Island Press.

INTERNSHIP DESCRIPTIONS

EDITORIAL

We seek a detail-oriented individual eager to learn the skills and knowledge needed for an editorial position in the publishing industry. Intern 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. Ideal candidate is interested in pursuing a career in editing or publishing and has an interest in the environment. Excellent organizational skills are a must.

WEB & SOCIAL MEDIA

The Marketing Department seeks a creative student that is passionate about all aspects of environmental protection and is eager to learn more about book publishing. The web & social media intern will hone writing skills by synthesizing complex ideas into digestible, social-media friendly snippets; communicate effectively with different audiences within the environmental community by talking with educators, professionals, and the interested public; gain a deeper appreciation for environmental issues by understanding the current state of knowledge on issues surrounding climate

change; and learn how the publishing industry is evolving by researching new technology and how it contributes to publishing information. Candidates should be familiar with or have an interest in HTML, WordPress, Drupal, Photoshop, and video/audio editing.

PUBLICITY

The Publicity Department seeks an intern to support the publicizing of Island Press books and authors, as well as assist with other projects being developed by the Marketing Department. The internship provides an understanding of each stage of a book's life and of book reviews and environmental media. Intern will: sharpen ability to translate complex information for a general audience by writing a variety of publicity materials and internal documents, including press releases, pitches, and reports of earned media coverage; develop skills and gain experience in interacting with media by researching and pitching contacts; learn a variety of technologies, including Drupal and databases including Meltwater by researching outlets and individuals as well as posting content; and develop an understanding of environmental issues, the publishing industry, and non-profit organizations through meetings, writing, and interactions. Candidate with strong writing skills and attention to detail required for this internship.

DEVELOPMENT

The Development team is seeking an intern eager to learn more about nonprofit development and communications. The intern will work closely with the Development team to assist with fundraising and outreach strategies. Intern will: develop an understanding of fundraising by conducting research, creating prospect profiles, and recommending strong prospects to the team; learn how to use website tools and create communications materials while working with staff on external outreach; and learn how to manage strong relationships with philanthropic supporters by tracking donor relations in a database. The position provides a unique opportunity to learn more about the inner workings of a nonprofit organization and the environment. This internship is ideal for someone who is detail-oriented, is able to handle many tasks at once, and can function well with minimal supervision.

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 with the subject "Spring 2019 Internship." No calls please.

Island Press is an equal employment opportunity employer that is 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.