



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.

This summer we are able to offer paid, part-time positions in the following departments in our Washington, DC headquarters and which may also earn program or course credit if approved by the educational institution.

## INTERNSHIP DESCRIPTIONS

### SALES & MARKETING

This internship provides an understanding of the publishing industry and of how to successfully market, sell, and promote Island Press books. Intern will: learn critical relationship building skills by fostering ever stronger relationships with booksellers; develop event planning skills by helping to arrange author speaking events and attending Island Press exhibits; gain experience with marketing and branding by creating marketing materials for authors; learn how to gather, present, and understand data by working with sales reports; and develop other skills related to publishing and book marketing.

### WEB & SOCIAL MEDIA

Interns in this department 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. Interns will develop skills with HTML, WordPress, Drupal, Photoshop, and video/audio editing.

### DEVELOPMENT

Interns in this department will work closely with the Development team to learn about 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. This position provides a unique opportunity to learn more about the inner workings of a nonprofit organization and the environment.

## 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.
- Strong writing skills.
- Familiarity with various software programs, including word processing, spreadsheets, and databases.

## COMPENSATION & BENEFITS

The summer 2019 internships are paid, temporary, part-time positions and are not eligible for other employment benefits.

- \$15 hourly wage
- Casual dress code
- Limited flexible scheduling
- 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](mailto:resumes@islandpress.org) with a subject of "Summer 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.