



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 spring 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

MARKETING

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.

SALES

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.

PUBLICITY

This internship provides experience in publicizing Island Press books and authors, as well as with other projects being developed by the Marketing Department. 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. The internship also provides an understanding of each stage of a book's life, the book review process, and environmental media.

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 spring 2020 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. 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.