



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 fall we are able to offer a paid, part-time position in the Sales department which may also earn program or course credit if approved by the educational institution.

### **INTERNSHIP DESCRIPTION**

The Sales internship provides an understanding of the publishing industry and of how to successfully market, sell, and promote Island Press books. Intern will: learn how to write and edit book descriptions to capture the right audience; hone critical relationship building skills by making connections with booksellers; gain experience with marketing and design by preparing materials for book cover designers; learn how to gather, present, and understand data by working with sales reports; and develop other skills related to publishing and book marketing.

### **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 fall 2021 internship is a paid, temporary, part-time position and is not eligible for other employment benefits.

- \$15.20 hourly wage
- Limited flexible scheduling of 10-15 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](mailto:resumes@islandpress.org) with a subject of "Sales 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.