



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 in our Washington, DC headquarters. Our internships are unpaid, volunteer positions and may also receive program or course credit if approved by the educational institution.

## 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.

### 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.

## 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) and note which term you are available (Spring/Summer/Fall). 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.