Beyond Benign – Communications Intern

Job Description

Communications Intern
The Communications Intern will play a leading role in defining and executing Beyond Benign’s communication strategy. Beyond Benign has seen steady programmatic and financial growth over the past three years. We are poised to grow to fulfill our mission of empowering educators, students and the community to practice sustainability through chemistry. We are looking for an individual that can enhance our communication plan to increase awareness of our organization to educators, the community, corporations and foundations.

The ideal individual will have strong written and verbal communication, administrative and organizational skills and the ability to maintain a realistic balance among multiple priorities. The Communications Intern will have the ability to work independently on projects, from conception to completion, and must be able to communicate to a wide variety of audiences. Hours are flexible, ideally can commit to 10 – 15 hrs/week and can work remotely. In addition to gaining experience and being a key team member to help drive organizational growth, all marketing materials produced can be included in the student’s portfolio for future opportunities.

About Beyond Benign:
Beyond Benign is a nonprofit organization dedicated to green chemistry education. By developing and disseminating green chemistry and sustainable science educational resources, we empower educators, students and the community to practice sustainability through chemistry. We work directly with educators and a network of strategic partners focused on science education, sustainability, innovation and initiatives supporting human and environmental health to provide an educational continuum from K-12 to higher education with an important community engagement component. By joining the Beyond Benign team, you will have the incredible opportunity to be involved with the transformative field of green chemistry working to solve the world’s sustainability challenges.

Roles & Responsibilities (include, but not limited to):

- Refining and executing our Communication strategy
- Writing press releases around upcoming events and partnerships
- Maintaining and updating the Beyond Benign website on weekly basis
- Preparing quarterly newsletters
- Managing social media presence on Twitter and Instagram
- Creating marketing collateral
- Overseeing blog and collaborating with board members and industry leaders for future blog stories
- Assisting in creating the Beyond Benign Annual Report
Required and Desired Characteristics:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships and communicate with a diverse audience
- Excellent written and verbal communication skills
- Highly resourceful team player with the ability to also be extremely effective independently
- Outstanding project management skills with an ability to develop ambitious goals and achieve them on time

Education and Experience Requirements:

- Undergraduate students majoring in marketing, business, sociology, chemistry or education
- Interest in in community outreach, STEM/STEAM education and sustainability
- Administrative skills including but not limited to: proficiency in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms

To apply send resume and cover letter to Nicki Wiggins, Director of Development:
nicki_wiggins@beyondbenign.org