



POSITION: DIGITAL CONTENT INTERN

The Kiawah Conservancy seeks candidates for the position of Digital Content Intern. This part-time position is open until filled.

About Kiawah Conservancy: The Kiawah Conservancy (Conservancy) is an accredited and well-respected local land trust, having protected 2,273 acres on and around Kiawah Island, South Carolina. For over 20 years, the Conservancy has worked to protect important natural habitats for plants and wildlife, to research the ecological components that contribute to the sustainability of Kiawah Island's unique flora and fauna, to implement habitat restoration programs, and to connect people with nature. The Kiawah Conservancy maintains an office with a full-time staff of four at Kiawah Island, and is an equal opportunity employer that values diversity of all kinds in the workplace. Visit kiawahconservancy.org for more information.

About the Position: Candidates for this position will be prepared to provide assistance in a variety of roles, with a focus on digital content marketing. We're looking for a creative and energetic employee who is passionate about the Internet, digital media, and content. The successful applicant will think outside the box, enjoy building relationships, have an active online presence, and love sharing what they create. We have a trusting and flexible work culture, but it comes with responsibility. You'll need to be the type of worker who is disciplined enough to get things done without someone watching over your shoulder. In addition, we take great pride in providing our donors with white glove, quality service. Individuals working for us must have excellent client relation and interaction skills, the ability to work under pressure with tight deadlines, and excellent problem solving skills while presenting a professional appearance and demeanor at all times. Intelligence, attention to detail, organizational skills, teamwork, flexibility, and good judgment will be critical to success. In addition to working with our staff, you will also have frequent interaction with volunteers, the Conservancy's Board of Trustees, and community partners. The position will require a mix of office and administrative work, as well as fieldwork.

You will:

- Fill a wide variety of roles, with a different workflow every day
- Work with our team to research, plan, and implement creative content campaigns
- Do research to uncover potential content marketing opportunities
- Brainstorm to create interesting content and marketing ideas
- Conduct outreach to bloggers and journalists
- Promote creative content on social media
- Analyze data to identify interesting trends and insights for projects
- Draft copy for a variety of blogs and websites

Requirements:

- A strong track record of writing
- Active, engaged, and knowledgeable social media user
- Demonstrable technical and analytical skills
- Creative minded, readiness to try new things, and willing to share your ideas
- Regular reader of news and content

Bonus Points:

- Certified in Google AdWords or Google Analytics
- Experience writing for an online publication
- You maintain your own blog or online portfolio
- Prior work pitching media or bloggers
- Experience in video and editing



Hours, Location, & Compensation

This internship begins in January. Applicants must be available from January through May 2019 or longer, and should expect to work 15-20 hours per week. Hours may include some nights and weekends. Our office is located on Kiawah Island, South Carolina. Interns will be responsible for their own housing and transportation. Interns will be paid hourly at a competitive rate of \$15 per hour.

Instructions for Applying

For consideration, please submit the following to Jennifer Woody at jennifer@kiawahconservancy.org:

- Your resume with a short cover letter no more than one page telling us why you're the best fit for this internship position. Your cover letter should not be a stiff, boilerplate piece of writing - have fun with it! Let it showcase your personality and strengths. Be real, be yourself, and make us want to learn more about you.
- A list of three references
- A writing sample. This can be a paper for class, newspaper article, short story, blog post, etc. - anything that you feel is a good piece of work, and that gives us a sense of your writing ability.

No phone calls please.

The Kiawah Conservancy is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, age, disability, sexual orientation, or marital status.