



Summary

Founded in 1971, Save Mount Diablo, a 501(c)(3) tax exempt, California nonprofit corporation, and nationally accredited land trust, acquires and preserves land on and around Mount Diablo in the San Francisco Bay Area. See www.savemountdiablo.org. Save Mount Diablo has protected land through land use advocacy and policy work for more than 50 years and is in the middle of a program expansion to the full 12-county Diablo Range.

Save Mount Diablo

201 N. Civic Drive, Suite 190, Walnut Creek, CA 94596

Job Description: Communications & Advocacy Intern

This is a part-time, temporary, *non-exempt internship position* that reports to the Senior Communications Manager. Hours will average 30 hours per week. The schedule for this position will be flexible and include **at least four days per week, effective ASAP through March 2025**. Mondays and Tuesdays must be in the office. It is possible that the position could be extended beyond March 2025.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Write blog posts, press releases, website content, newsletter articles, and other content.
- Assist with substantive editing of blog posts, press releases, website content, newsletter articles, and other content.
- Assist with planning, creating, and posting content for digital and print media, including e-newsletters, web pages, blog posts, press releases, print publications, and social media related to Save Mount Diablo's mission and work.

Supervisory Responsibilities

Not applicable. Occasionally may oversee volunteers in office and at events.

Qualifications

The ideal candidate will have the following experience and qualifications:

- Exceptional writing skills
- Strong substantive editing skills
- Excellent attention to detail
- Computer proficiency required: Word; Excel; Outlook. Adobe Creative Suite including Photoshop, InDesign, Lightroom, Premiere, and Illustrator; and Canva are a plus
- Experience with WordPress and e-marketing platforms (Constant Contact and MailChimp) is a plus
- Good photography skills are a plus
- Skills and experience creating graphics for social media, publications, websites, or emails are a plus
- Skills and experience creating videos are a plus
- Good skills in troubleshooting technology are a plus
- Ability and willingness to learn quickly
- Friendly disposition and strong communication skills in person, and via phone and email
- Reliable
- Ability to self-start and work independently
- Ability to adhere to deadlines and prioritize

- Appreciation of environmental issues
- Appreciation of outdoor recreational activities
- Team-oriented, with a sense of humor

Essential Requirements:

- Daily access to a motor vehicle or other modes of transportation
- Possess a valid California driver’s license, current auto insurance, and a clean driving record

Physical Demands

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must be able to travel to external meetings and provide occasional physical setup and breakdown of meetings/events. Employee must also be able to hike, occasionally in steep and/or rugged terrain and in inclement weather.

Compensation: This is a paid internship; compensation is \$20 per hour.

To Apply:

- Email a cover letter; resume; three writing samples (additional editing, photography, video, or graphic design samples are welcome); and references to jobs@savemountdiablo.org
- Please title the email “Communications & Advocacy Intern”