

## Communications Intern, Marine Fish Conservation Network Washington, DC

The Marine Fish Conservation Network seeks a part time intern to assist with administrative & communications tasks, including but not limited to media outreach & monitoring, web & social media campaigns, database management, programmatic research and office support. Joining us for this internship will give you exposure to a broad range of activities undertaken by a conservation non-profit while giving you the opportunity to work as part of a small and dynamic team.

The Marine Fish Conservation Network is the largest national coalition of environmental organizations, commercial and recreational fishing associations, aquariums, and marine science groups solely dedicated to promoting the long-term sustainability of ocean fish.

Our office is located just minutes from Capitol Hill, two blocks from the Eastern Market metro station, Washington, DC. This position offers an opportunity to interact with national and regional organizations while gaining exposure to Capitol Hill policy-making. Please visit our website: [www.conservefish.org](http://www.conservefish.org), to learn more about the Network.

### Duties & Responsibilities

Weekly needs will vary, and flexibility is a must. The schedule is negotiable, but interns must be available at least 2 full days a week.

Tasks are likely to include:

- Monitoring and tracking relevant news items & current events in mainstream media as well as blogs & social media
- Updating the Network's website & social media outlets
- Updating and expanding Network's press list
- Issuing & following up on Press Releases
- Supporting e-mail campaigns & online advocacy
- Monitoring the Federal Register for fisheries related activity
- Attending hearings and briefings related to national fisheries

The internship is unpaid, but offers great experience. The Network operates in a wide sphere of influence with key ocean policy organizations & stakeholders. A transportation stipend will be given to interns to help pay for Metro costs.

### Qualifications

- Students currently enrolled in a graduate program preferred; will consider highly qualified undergraduates
- Exceptional written and oral communications skills
- Ability to multi-task and switch gears quickly in response to organizational needs
- An interest in conservation & environmental policy, as well as non-profit operations
- Computer literate; Microsoft Office (Word, Excel, Outlook, Power Point) are a must; experience with professional use of online social media, CRMs, web administration are a plus

To apply send your resume along with a brief cover letter speaking to your qualifications and fit for this position to [network@conservefish.org](mailto:network@conservefish.org). The subject line should include "Internship" and your name. Applications will be reviewed on a rolling basis.

The Marine Fish Conservation Network is an Equal Opportunity Employer.