Company Name: West Michigan Sustainable Business Forum  
Title: Communications and Social Media Intern  
Open Date: April 8, 2019  
Closing Date: May 1, 2019 (or when filled)  
Compensation: $1,000 semester stipend, paid in monthly installments  
Reports to: Program Manager  
Hours: 12 to 20 hours per week  
Start: May 15, 2019 (or as required by semester)  
End: August 15, 2019 (or as required by semester)

Position Summary
The Communications and Social Media Intern will play a key role in forwarding West Michigan Sustainable Business Forum initiatives through the use of digital media. An ideal opportunity for students interested in a career in communications or advocacy, intern will have the opportunity to work with industry-standard technology, interact with leading companies and other stakeholders, and be part of highly visible educational campaigns.

Specific Responsibilities
- Curate social media content in collaboration with staff and volunteers
- Manage distribution of weekly organizational newsletter and monthly topical newsletters on climate change, circular economy, food waste and social equity.
- Assist in the launch of a new organizational update.
- Monitor and develop content from current events and happenings relevant to sustainability in West Michigan. Ensure media contact lists and clip files are current.
- Develop web content and support management of a large online member database.
- Support database management
- Support event promotion and management
- Provide logistical and communication support to various committee and working group sessions as opportunities arise.

Qualifications
- Academic or professional experience in either environmental science/sustainable business or communications/marketing/journalism, preferably a combination of both.
- Familiarity with basic sustainability issues and social media required.
- Excellent communication and writing skills. Strong organizational skills
- Ability to work independently with little or no supervision, with self-managed timelines, is essential
- Ability to work as part of a team, both in-person and virtual
- Familiarity with common office technology (eg: Google Docs, Word, Powerpoint)
About West Michigan Sustainable Business Forum
The mission of West Michigan Sustainable Business Forum is to promote business practices that demonstrate environmental stewardship, economic vitality, and social responsibility through education and collaboration. For 25 years, West Michigan Sustainable Business Forum has served as a unique boundary organization in the region. The forum is a regional network of businesses, institutions, and individuals dedicated to promoting business practices that demonstrate environmental stewardship, economic vitality, and social responsibility.

Directions to Apply
Applicants should send a cover letter, writing sample and resume to dschoonmaker@wmsbf.org with the subject heading “Intern.” The position will remain open until filled.