



## COMMUNICATIONS INTERN POSITION DESCRIPTION

### OVERVIEW

The [Maryland Clean Energy Center](#) (MCEC) is a corporate instrumentality of the state of Maryland created by the General Assembly with a statute-directed mission to advance clean energy and energy efficiency products, services, and technologies as part of a specific economic development strategy. MCEC is seeking an intern to support communications efforts and activities. This is a paid internship and may meet course credit requirements. Interns should be able to commit to a minimum of 3 months, with 8 -12 hours of weekly availability.

### GENERAL DUTIES

This position will report to the Communications Director, and provide support for general marketing campaigns and event promotion, including, but not limited to the following:

- Website Maintenance
- Social Media Support
- Copy Editing
- Newsletter Layout
- Article Authorship
- Graphic Design
- Data Entry & Reports
- Event Promotion Tasks
- Event Support

### QUALIFICATIONS

All candidates must be enrolled in an educational program at a Maryland university or community college. MCEC's office is located in College Park, MD, and events may take place in other parts of the state. Internship tasks may be performed remotely.

The ideal candidate should have the following skills and/or experience:

- Strong written and verbal communication skills
- A high level of attention to detail
- Experience with various online and social media platforms- Facebook, Twitter, LinkedIn, YouTube, and Instagram, preferred.
- Graphic design with InDesign or Canva preferred
- Website management experience with WordPress and Wix preferred, Wild Apricot is a plus.
- An interest and/or background in clean energy or sustainability is a plus.

### APPLICATIONS

Applicants should complete our [ONLINE FORM](#), and upload a resume and two writing and/or design samples. Approved candidates will be contacted by email or phone to interview.