

Communications Intern

The Coalition for Clean Air (CCA) is an environmental non-profit organization dedicated to restoring clean, healthful air to California by advocating responsible public health policy, providing technical and educational expertise, and promoting broad-based community involvement.

We are seeking a communications intern in our Los Angeles office for the summer. Starting and ending dates are flexible, but a minimum 10-week commitment of eight hours per week is preferred. Applications will be accepted until May 20th. A modest stipend is available. This is an excellent opportunity to learn about our statewide efforts to cut air pollution and how our communications work conveys that to media, donors, members and the public.

Job responsibilities may include:

- Maintaining our media directory
- Tracking media coverage (Internet, broadcast, print) and maintaining our media clip records
- Assisting with writing and reviewing of fact sheets and web updates
- Maintaining press kits
- Assisting with media inquiries and research
- Writing and editing e-newsletter and print newsletter stories
- Assisting with press conferences and special events

Qualifications:

- Must be a current or recent undergraduate or graduate student
- Preferred focus of study is journalism, English, communications, environmental studies, political science, public relations or a related field
- Strong written and verbal communication skills
- Ability to write concise news/feature stories using AP stylebook guidelines
- Ability to write press releases and advisories a plus
- Copyediting skills a plus
- Graphic design skills a plus
- Strong research skills; Interest in environmental policies/campaigns helpful
- Strong organizational and computer skills (MS Word, Excel, web skills)
- Individual must be detail-oriented with good interpersonal skills
- Bilingual a plus (English/Spanish, English/Mandarin, English/Korean etc.)
- Ability to handle multiple assignments, sometimes under tight deadlines
- Ability to work both independently and with supervision, as necessary
- Demonstrated abilities to take initiative and to work in a team environment
- Support the mission of the Coalition for Clean Air

Contact:

Please send a cover letter, one-page resume, and two brief writing samples (news clips preferred) to: vanessa@coalitionforcleanair.org or fax to Vanessa Briones at 213-630-1158.