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GreenElectronicsCouncil.org

Graduate Student Marketing & Communications Intern

The Green Electronics Council (GEC) is a non-profit located in Portland, Oregon whose mission is to create a world of only sustainable IT. We achieve our mission by focusing on two primary stakeholder groups: IT brands globally and large-scale purchasers in both the public and private sector. GEC is seeking a marketing & communications intern who is passionate about sustainability, interested in technology and knowledgeable about how to use communications to create change.

To learn more about us, go to our website at <http://www.greenelectronicscouncil.org>.

Position Details:

- Year-long internship (January 7 – December 20, 2019).
- Choice of being on site at GEC's offices in Portland, Oregon or working remotely.
- 20 hours a week (latitude to set your own schedule as long as weekly deliverables are met). Only time requirement is to participate in our weekly hour-long staff meeting (Monday's at 9am Pacific/Noon Eastern).
- Opportunity to gain exposure to major IT brands and learn how to leverage purchasing for organizational sustainability.

Position Summary:

Help support the marketing and communications activities of GEC including:

- Prepare and disseminate bi-weekly/monthly online newsletters (using email blast software). Work with program staff to draft and edit content.
- Draft and post weekly LinkedIn announcements in support of GEC activities.
- Figure out this whole twitter thing.
- Assist with the planning and delivery of GEC webinars (great opportunity to learn about innovative technologies, procurement and to meet fellow sustainability change agents).
- Assist staff in keeping the GEC website up to date. (GEC is a WordPress site. While we have a dedicated website admin to help address any technical issues, we would hope you know WordPress.)
- Advise program staff on how best to communicate program changes and to market GEC events (GEC manages two major awards) and other relevant activities.

- Maintain the monthly communications & marketing calendar.
- Create other marketing and communication materials as needed. (e.g presentations)

Qualifications:

- Full or part-time Graduate student pursuing a Marketing, Communications, Sustainability, MBA or IT degree.
- Know how to write clear and compelling text based on technical requirements from program staff .
- Know Wordpress, Twitter, GoToMeeting and have used email blast software programs (like MailChimp) or can quickly learn.
- Organized, with an ability to prioritize time-sensitive assignments.
- Passionate about sustainability, IT and, in a perfect world, procurement.
- Team player, sense of humor, professional demeanor, curious with good research skills.

Application Process:

Submit a resume and writing sample to jbulfin@greenelectronicscouncil.org. Resume should specifically address your qualifications for this internship. We accept links to online writing samples. No phone calls please.

Application Period:

We are accepting applications immediately and are looking to decide on a candidate by November 2, 2018. Internship start date is January 7, 2019 but candidates can start earlier, if desired.

Compensation:

\$20 per hour. Interns are required to fill out a weekly timesheet. All GEC staff are paid once a month (on the 5th of each month).