



CWSF
COUNCIL OF WESTERN
STATE FORESTERS

Communications Intern

March 2026

Position Title:	Communications Intern
Location:	Virtual workplace. Prefer applicants in Colorado; will consider applicants in other western U.S. locations – must be in a Council of Western State Foresters member State/Pacific Island
Functions:	Communications and organizational support
Work Schedule:	Approximately 15 hours per week, four-month term with flexible start and end dates
Compensation:	Total stipend of \$6,000.00 (to be paid out in bi-weekly increments)
Reports to:	Director of Communications
Closing Date:	April 17, 2026

The Council of Western State Foresters (CWSF) seeks a Communications Intern to support the communications work for CWSF and the Western Forestry Leadership Coalition (WFLC). The intern will work closely with the Director of Communications to assist with various tasks, including (but not limited to) social media, newsletter development, website management, copyediting, research, content development, and graphic design.

The Communications Intern will report to the Director of Communications. This internship will take place remotely. CWSF staff are fully remote.

Duties & Responsibilities

- Review content and draft blog posts as directed by the Director of Communications.
- Update and maintain content on the CWSF and WFLC websites.
- Support the development of the monthly newsletter, including creating graphics, reviewing content, and drafting social media posts.
- Attend regular staff meetings and assist the Director of Communications with updates as needed.
- Conduct research and support content development and design for one-pagers, publications, and outreach materials.
- Review internal and external materials for grammar, punctuation, and consistency with CWSF and WFLC brand guidelines.
- Provide general communications and administrative support, including note-taking, document review, and meeting preparation.

- Develop and deliver a presentation summarizing internship projects and takeaways.
- Assist staff with special projects as assigned.

Qualifications

Required:

- Must be a current undergraduate or graduate student
- Access to the use of a personal computer, phone, and reliable internet
- Motivated and organized individual who is comfortable working independently
- Detail-oriented
- Self-disciplined and willing to maintain open lines of communication while working remotely
- Demonstrated ability to meet multiple deadlines and prioritize projects

Preferred:

- Pursuing a degree in communications, natural resources, or related field
- Interest in pursuing a career in communications, forestry, or natural resources

How to Apply

Email your resume, cover letter, and a short writing sample to info@westernforesters.org. Please include "Communications Intern" in the subject line. The position is posted at <https://www.westernforesters.org/join-our-team>.

This opportunity is sponsored by the National Association of State Foresters Foundation.

CWSF is an equal opportunity provider in compliance with applicable laws and regulations.