



**CWSF**  
COUNCIL OF WESTERN  
STATE FORESTERS

## Communications Intern

March 2024

<b>Position Title:</b>	Communications Intern
<b>Location:</b>	Virtual workplace. Prefer applicants in Colorado; will consider applicants in other western U.S. locations – must be in a <a href="#">Council of Western State Foresters member State/Pacific Island</a>
<b>Functions:</b>	Communications and organizational support
<b>Work Schedule:</b>	Approximately 10-15 hours per week, three-month term with flexible start and end dates
<b>Compensation:</b>	Total stipend of \$5,680.00 (to be paid out in bi-weekly increments)
<b>Reports to:</b>	Director of Communications
<b>Closing Date:</b>	Applications accepted on a rolling basis, accepted until filled

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

- Update content on the CWSF and WFLC websites
- Assist with content review, collection of stories, and layout/design for blog posts and publications
- Assist with monthly newsletter including developing graphics, reviewing content, and drafting social media posts
- Develop messages and accompanying graphics to be used on Twitter and LinkedIn
- Monitor website and social media analytics and provide monthly report to Director of Communications
- Assist Director of Communications with quarterly communications updates at staff meetings and attend regular staff meetings as needed

- Assist with research, content development, and design for one-pagers, stories, and outreach materials
- Review internal and external materials for grammar, punctuation, and consistency with CWSF and WFLC's brand
- Assist other staff members with day-to-day activities such as note-taking, reviewing documents, and preparing meeting materials
- Assist staff with special projects

## **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](mailto:info@westernforesters.org). Please include "Communications Intern" in the subject line. The position is posted at <https://www.westernforesters.org/join-our-team>.

## **Equal Opportunity Employer**

CWSF is an equal opportunity employer and complies with all federal and Colorado state laws, regulations, and executive orders.