



7152 Lone Star Road · Jacksonville, FL 32211 · (904)724-4646 · www.treehill.org

MARKETING AND MEDIA INTERN

TITLE: Marketing and Media Intern

STATUS: Unpaid Internship, may be used for course credit

HOURS: Minimum of 8 hours per week or 100 hours per semester

As an Intern of Tree Hill Nature Center you will gain experience in marketing and public relations. You will be expected to perform professional-level work with supervision in areas such as writing, website maintenance, social media management, special events, executing marketing, and advertising.

DUTIES AND RESPONSIBILITIES

- Assisting with managing and updating social media accounts
- Helping plan and implement special events
- Assisting with volunteer recruitment
- Conducting research
- Performing supervised updates to the website
- Other administrative duties as needed

QUALIFICATIONS

- Major in communications, journalism, marketing, English or related field
- Excellent writing and communication skills
- Motivated and willing to learn
- Attention to detail when proofreading
- Basic computing skills with some background in HTML helpful

APPLYING

Please submit the following via email to Greta Combs at educator@treehill.org

- Resume
- [Volunteer Application](#)
- Cover letter addressing the following questions:
 1. What are your goals and how would this internship help you achieve them?
 2. What kind of coursework and/or experience do you have that would make you a valuable intern?
 3. In what areas are you most interested in participating in?