



## **Communications Intern or Volunteer for California Urban Forests Council**

We are looking for an intern or volunteer that is interested in sustainability and greening. We work on promoting urban forestry—trees! You'll have the opportunity to work on a range of communications activities for the organization. Plus, you will work on an exciting new state-wide campaign called *Invest From the Ground Up* which is spreading awareness and education throughout California on the value of caring for our trees and green spaces to create healthier wealthier communities.

Specific activities to include:

- Social media activities
- eNewsletter creation and execution
- Database management; including some data inputting
- Membership fulfillment
- Updates to websites
- Other activities based on your interests and organizational needs

Minimum Qualifications:

- Enrolled in a graduate program and 2 years of work experience in a professional environment
- Proficiency in MS Office
- Attention to detail
- Responsible and reliable

Nice to have's:

- Proficiency in Adobe Creative Suite
- Writing skills
- Strong grammar and proof reading skills

The position pays \$13.50/hr as a part-time employee. It would be about 8 hours a week for approximately 5 months. We are flexible regarding hours and most can be tele-commute. We are working to raise funding to potentially increase the amount of hours and/or duration. Position to start: as soon as possible.



**California Urban Forests Council (CaUFC)** is a non-profit organization dedicated to supporting urban forestry and urban greening to make California's communities cleaner, healthier and more prosperous. Through collaborative action CaUFC is growing federal, state and local investment in urban forestry, changing policy to positively affect the health of urban forests, and growing public awareness and support for urban forestry. [www.caufc.org](http://www.caufc.org)

**Invest From the Ground Up** is a program of the California Urban Forests Council. The campaign is designed to help California homeowners and business owners see the true value of one of the most basic and cost-efficient investments Californians can make in their communities: caring for their trees, parks and green spaces. [www.investfromthegroundup.org](http://www.investfromthegroundup.org)

To apply:

Send cover letter and resume to [InvestInTrees@caufc.org](mailto:InvestInTrees@caufc.org)

Thank you!