



Palouse-Clearwater Environmental Institute

PCEI Public Relations Intern

Volunteer position description:

The PCEI Public Relations Intern will work with PCEI staff and volunteers to successfully advertise and record PCEI's events. This may include, but is not limited to, assisting with graphic design, working with current PCEI public relations protocol, assisting with electronic filing, recording, and advertising. This position will also be responsible for the consistency and accuracy of PCEI published materials.

Types of Responsibilities:

- Help maintain, update and enhance our photo database
- Sort, file, edit, and tag photos from PCEI events
- Work with Adobe Photoshop, InDesign, and other programs as necessary.
- Edit and upload photos to online pages
- Photograph at PCEI events
- Assist in the creation flyers, posters, media kits, and brochures
- Assist in the publication of PCEI's quarterly newsletter

Qualifications:

- Committed to serving the needs of the community and the environment
- Prompt and organized with attention to detail
- Computer skills and comfort with Adobe software such as InDesign, and Photoshop
- Knowledgeable about basic html text
- Database skills or ability to adapt to new software quickly
- Friendly, personable, good work demeanor
- Flexibility

Schedule:

This position will last a minimum of 3 months, with at least a 5-10 hour per week commitment. Our hours of operation are Monday- Friday 9:00am-5:00pm. Saturday and/or Sunday work schedule is also possible when working on independent projects off site or volunteer events.

For more information:

Heather Huston, Program Coordinator, at 208-882-1444 or <heather@pcei.org>

The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.