



Palouse-Clearwater Environmental Institute

AmeriCorps Placement Office Public Relations Intern

Volunteer position description:

The volunteer will work with Palouse-Clearwater Environmental Institute's AmeriCorps Placement Program to assist the director and coordinators in a variety of tasks including press relations & releases, data entry, presentations, web updates, and presentation & outreach materials.

Responsibilities:

- Create AmeriCorps specific outreach materials, i.e. brochures, postcards, flyers, etc., and templates
- Write and submit press releases
- Enter volunteer and member data into AmeriCorps database
- Track and Organize AmeriCorps member PR materials

Qualifications:

- Work well independently and in groups
- Well-organized and able to multi-task
- Possess excellent communications skills, both written and verbal
- Able to present to large groups
- Computer skills – experience with Word, Excel, In-Design, Adobe programs, Power Point

Schedule:

300 hours to be completed within 1 year. Option to receive an education award voucher of \$1,000 available upon completion of internship. Our hours of operation are Monday- Friday 9:00am-5:00pm.

For more information:

Courtney Rush, Volunteer Coordinator, at 882-1444 or <crush@pcei.org>

The Palouse-Clearwater Environmental Institute (PCEI) is a proactive grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect their environment. Four program areas have been established to achieve this: Education, Watershed Restoration, Sustainable Living and AmeriCorps Placement.

"connecting people, place and community"™ for twenty-one years