



BLUE PLANET FOUNDATION INTERNSHIP DESCRIPTION

POSITION: Creative Writing Communications Intern (Spring 2019)

REPORTS TO: Creative Director

POSITION: **Paid (\$15/hour), temporary, part-time (up to 20 hours per week) for 2-3 months**

SUMMARY:

As our Creative Writing Communications Intern, you will play a key role in one of Blue Planet Foundation's premiere clean energy campaigns. You will be responsible for identifying, interviewing and writing stories about different voices in our community who are leading the way on our journey to 100% renewable energy. We need your help to creatively showcase actions and commitments of support for the 100% renewable goals by various companies, organizations, and residents across the state.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Identifying, researching, contacting, scheduling, and interviewing "clean energy champions" in Hawaii.
- Coordinating interviews with different businesses leaders and residents.
- Verifying clean energy actions and helping to solidify future clean energy commitment.
- Transcribing recorded interviews.
- Writing stories that feature the selected energy champions.
- Assisting with social media and other communications relating to the storytelling campaign.
- Identifying new and innovative ways to feature the selected individuals/organizations.
- Other tasks as assigned.

QUALIFICATIONS:

- Must be attending or have completed a degree program from an accredited college or university; focus on studying creative writing, mass communications, journalism, or related field of study preferred.
- Intern is required to work 10-19 hours a week; including some weekends
- Must be 18 years of age or older
- Must have reliable transportation
- Must have experience interviewing professionals and writing feature stories
- Demonstrated experience communicating via multiple social media platforms
- Excellent computer skills: proficiency in Word, Excel, PowerPoint at a minimum
- Basic awareness of energy efficiency, clean energy issues, and Hawai'i's energy landscape
- Ability to effectively communicate (verbal and written) in a professional manner
- Ability to work independently and cooperatively with staff, professionals, volunteers, and other partners
- Work effectively with minimum amount of supervision
- Creative, adaptive problem-solving ability
- Excellent organizational skills for handling a variety of details and setting administrative priorities
- Extremely detail-oriented and thorough
- Ability to develop visual aids
- Ability to work under pressure and can follow through to completion of assigned projects
- Possess high energy, positive, "can-do" attitude, flexibility, team spirit, and high degree of initiative

APPLICATION DETAILS:

Please send cover letter, resume, and short writing sample (relevant to the position) as a PDF attachment or attachments to david@blueplanetfoundation.org. Please indicate "Creative Writing Communications Intern" in the subject line. Applications due by **5p (HST), Friday, January 25, 2019.**

Anticipated start date: February 2019

Blue Planet Foundation is an equal opportunity employer committed to a diverse workforce.