Position Title:
**Communications Intern: Public Relations Specialist**

Institute of Environmental Sustainability
Loyola University Chicago
LUC.edu/sustainability

Summary:
Do you like reporting on the environment and learning about scientific issues that affect the health and well-being of our community? Are you savvy with social media, graphic design and enjoy advertising important information to people in a meaningful way? Are you interested in conveying meaningful content to a variety of audiences (students, alumni, faculty & staff)? Loyola University Chicago’s Institute of Environmental Sustainability (IES) seeks an enthusiastic, outgoing, and organized Communications Intern who specializes in public relations. This includes writing and reporting, composing eNewsletters, posting on social media and designing flyers and brochures as needed. We are looking for an intern who can work 15-20 hours per week at the Lake Shore Campus. *If you receive work-study funding, this should be your only position on campus.* This internship has the potential to be more than one semester long.

Essential Duties and Responsibilities:
The successful candidate will work closely with the IES staff to assist with implementation of the IES brand across campus. This includes contributing to internal and external communications of the Institute including:

- Compiling and updating the IES Student Bulletin;
- Writing and reporting on environmental issues that include the science of climate change, renewable energy, environmental justice etc.;
- Designing and writing brochures, flyers, banners and social media content that adhere to IES and University brand standards;
- Creating copy or other informative content (slides, videos, podcasts) that can be posted on the IES website and eNewsletter;
- Developing regular social media posts;
- Using your own creativity and interest in environmental issues along with your expertise to create compelling communications pieces for IES.

In addition to the duties listed above the individual will also:

- Assist with major IES events and conferences;
- Other duties as assigned.
Our ideal candidate will enjoy working with people, thrive in a fast paced environment, be a self-starter, meet deadlines, and possess a commitment to excellence and pride in one’s work.

Qualifications:
The successful candidate must be a currently enrolled full-time student with an interest in learning and growing with us. Microsoft Office skills, including Outlook and basic graphic design skills are required. This candidate should be well versed in Photoshop and Adobe InDesign. Experience in social media management for a professional setting is strongly preferred. Journalism and photography experience is preferred, but not required.

The candidate must have excellent visual, written and oral communication skills; strong organizational and interpersonal skills; demonstrate reliability and professional conduct; have a strong work ethic; be resourceful and detail-oriented. He or she must be able to work as part of a team in a service-oriented, fast-paced environment, and be effective in working with diverse groups of people, including students, colleagues, alumni and faculty.

To apply, please send a resume, cover letter, 2 news-worthy writing samples, and 1-2 graphic design samples, as well as your fall semester’s class and potential work schedule to Shanna Yetman, IES Communications Coordinator at syetman@luc.edu by August 31, 2018.

Loyola University is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and promoting diversity. Applications from women and minority candidates are especially encouraged.