



Loyola University Chicago
Institute of Environmental Sustainability
Lake Shore Campus
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Position Title:

Communications Intern: Public Relations Specialist

Institute of Environmental Sustainability

Loyola University Chicago

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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 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 will specialize 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. Graphic design skills and a willingness to learn graphic design are a plus as the IES Communications Department works with Adobe In-Design, Photoshop, Mailchimp, and the University's T4 System.

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, and one writing sample to Shanna Yetman, IES Communications Coordinator at syetman@luc.edu. This job will be posted until filled and applications will be reviewed on a rolling basis.

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.