

Internship Opportunity: Communications Intern

Date: Summer 2011

Keep Houston Beautiful is the city's leading organization in beautification, litter reduction and recycling education. For 28 years, Keep Houston Beautiful has been reaching out to all segments of our community to educate and empower individuals to take greater responsibility for beautifying and enhancing Houston's environment. Each year's successes have created a cleaner and healthier city for all Houstonians. Keep Houston Beautiful strives to provide continuous education and public awareness efforts that support and promote sound waste management activities, plan, develop and implement neighborhood-based litter cleanup programs and activities, coordinate and implement landscaping improvements, as well as, maintain fiscal sustainability and accountability.

Keep Houston Beautiful's programs include: Adopt-A-Block, Weekend Clean Ups, Adopt-An-Esplanade, Waterway Cleanup Program, and Go Green at HEB. These programs provide an important public service by educating people of all ages about environmental issues and promoting the acceptance of individual responsibility by offering ways for people to become directly involved in a stewardship activity.

Job Duties:

- Create Keep Houston Beautiful's Summer Newsletter
 - Contact and interview staff and event coordinators to collect information for newsletter articles
 - Create format and layout for newsletter
 - Collect photographs for newsletter
 - Publish and distribute newsletter on Keep Houston Beautiful website and to KHB supporters
- Website Development and Maintenance
 - Create Teacher Support Site for Keep Houston Beautiful's Stormwater Education
 - Communicate with Executive Director and City of Houston staff to develop Stormwater Education component to Keep Houston Beautiful website
 - Design website page
 - Communicate with Keep Houston Beautiful contractors to request material for webpage content
 - Update agency activities on website
 - Create and post media releases for agency projects
- Assist with day-to-day office responsibilities
 - Assist community organizers with completing cleanup packets and registering their event with Keep Houston Beautiful and Site Box Score retrievals
 - Sending communications to KHB volunteer database
 - Update KHB Facebook and Twitter with event announcements
 - Event preparation and on-site event support
 - Assist with Adopt a Block processing

Qualifications

- Detail oriented with the ability to juggle a number of projects simultaneously
- Self starter who takes the initiative to get the job done
- Team player who is open-minded and flexible
- Must possess excellent verbal and written communication skills
- Proven experience and ability in graphic design highly preferred.
- Familiarity with Microsoft Word, Excel, Access, Outlook, PowerPoint, and HTML Programming
- Must be able to pass a criminal background check
- Must be professional, creative, and have a positive attitude