

Job Title: Marketing and Communication Intern

Name/Title of immediate supervisor: Richard Lansdowne, Operations Manager

Employing Agency: Ithaca Children's Garden (ICG)

Agency Address: 1001 W. Seneca St. Suite 101 Ithaca, NY 14850

Agency Phone: 607-319-4203

Email Address: richard@ithacachildrengarden.org

Website: www.ithacachildrengarden.org

Work site: 1001 W. Seneca St. Suite 101 Ithaca, NY

Wage: \$12.50 per hour (Federal Work Study required or unpaid internship)

Hours per week: 25-40 hours per week

Start Date: May 31

The mission of Ithaca Children's Garden is to inspire the next generation of environmental stewards through engaging hands-on activities, child-led explorations, and embodying the Playwork Principles of supporting child-led free play.

Work with ICG's administrative team to support the day-to-day communications and marketing work of Ithaca Children's Garden. Photograph programs and events, manage photo storage in Flickr, coordinate and distribute publicity, draft and distribute press releases, draft and coordinate blog and e-news content, and assist with social media management.

Responsibilities:

- Document programs and events and manage photo storage
- Create and distribute marketing materials
- Contribute to and coordinate blog and e-news content
- Assist with social media management

Requirements:

- Familiarity with digital DSLR photography and Flickr
- Comfortable with the workings of social media including Facebook and Twitter
- Solid oral and written communication skills
- Graphic design skills; familiarity with Photoshop and Pages

Please apply online: <https://ithacachildrengarden.wufoo.com/forms/stmvg2m192cixu/>

More information on ICG Summer Positions:

<https://ithacachildrengarden.org/about/employment/>