



Cool Planet Communications Intern

Cool Planet is an Edina based non-profit that informs and inspires people to be fit, have fun, and take action for a healthy and sustainable home, neighborhood and planet. We believe getting outside, connecting with nature and doing what you love leads to deeper citizen engagement and solutions to adapt to our changing climate.

We are seeking an intern to coordinate communications, social media and media outreach for Cool Planet. The programs of Cool Planet engage individuals and communities in solutions to climate change through personal action, community organizing and policy advocacy.

Major Job Responsibilities and Tasks:

- Develop and execute Cool Planet e-newsletter / e-alert / communications strategy
- Update website and Facebook with regular updates
- Coordinate communications across Cool Planet programs
- Maintain communication with Cool Planet contacts
- Assist with outreach and Cool Planet sponsored events
- Develop and execute media communications / outreach plan

Prefer intern with the following qualities:

- Passionate about climate change, local solutions, and outdoor activities
- Strong communication skills
- Experience in communication planning and strategy
- Demonstrated leadership abilities
- Effective writing and organizational skills
- Reliable project management skills
- Computer skills including social media

Dates & Location

When: Now through March 15, 2015 (specific dates are negotiable)

Where: Twin Cities metro area (work from your own home and Cool Planet office in Edina)

Time commitment: Average 10 to 20 hours a week

Application Process

To apply send a resume and cover letter by email to info@coolplanetmn.org or send by postal mail to Cool Planet/ 4244 Crocker Ave/ Edina MN 55416.

Organization: Cool Planet
Contact: Paul Thompson or Mindy Ahler at info@coolplanetmn.org or 952-920-1547
www.coolplanetmn.org
Location: Minneapolis/St. Paul area
Related to: Climate change solutions
Environmental policy
healthy lifestyles
Region(s): Twin Cities Metro