



WMEAC Writing Internship

Position summary:

The WMEAC Writing Intern helps develop and produce published pieces to meet the needs and requirements of West Michigan Environmental Action Council. The intern will produce several communications products during the internship as directed by staff. This is a volunteer (unpaid) position.

Organization Background:

WMEAC (West Michigan Environmental Action Council) is a nonprofit membership organization founded in 1968 that has been active in issues ranging from banning DDT, to lake, water, and dunes preservation, to our modern-day challenge of global problems that threaten sustainability. Our mission: Leading environmental protection in West Michigan by inspiring action.

Overview:

The Writing Intern will use their skill and creativity to produce written pieces in many styles. There may be a demand for writing, editing and proofreading for: newsletters, press releases, website content, brochures, posters, exhibits, teaching materials and more. The intern will work with WMEAC staff, the marketing subcommittee, the board of directors, and others to accomplish goals and objectives that will be determined by WMEAC.

The intern will create written products which will be used professionally. These products become part of the intern's resume and portfolio. Interns gain valuable professional experience in the setting of a non-profit 501 (c) 3 organization.

Responsibilities:

Working with WMEAC staff, the writing Intern may perform the following tasks:

- Develop a product brief for a communications piece
- Research and write news articles for newsletters
- Format newsletter content
- Create brochures or fliers for events, programs, issues or topics
- Write website content
- Design and implement evaluations for effectiveness of the communications pieces
- Write reports
- Document procedures
- Edit existing written content
- Other tasks as requested





Qualifications:

- Excellent internet skills
- Skilled with Microsoft office (Word, Excel, and Publisher)
- Proficiency in marketing and communications
- Excellent writing and speaking skills
- Ability to work on location in our offices (on the bus line), with some opportunity to telecommute
- Good organizational skills, self-starter, creativity
- Commitment to protect the environment
- Professional behavior and dress (business casual)

Hours:

4-16 per week, varies during term of project. Schedule to be arranged by intern and staff. Some work can be done independently and sent by email. Some flexibility is expected, but a regular and dependable schedule of hours in WMEAC's offices is required. Attendance and assistance at events is also expected, when the student's schedule permits.

To learn more about our organization's 40 year history and activities, please visit our websites.

Interested persons may contact with resume and cover letter:

West Michigan Environmental Action Council
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www.raingardens.org www.wmeac.org

