



Climate Communications Summer Internship

Overview

Want to help grow climate solutions in Georgia? We are looking for a committed and enthusiastic climate communicator to join our team for Summer 2023. In this role, you will work with the Ray C. Anderson Foundation staff to support efforts to draw down carbon emissions in Georgia.

[The Ray C. Anderson Foundation](#) was created in honor of the late Ray C. Anderson (1934-2011), founder of Interface, Inc. During his time at Interface, Ray championed the notion of businesses doing well by doing good. It's these noble qualities of advancing knowledge and innovation around environmental stewardship and sustainability that recognized Ray as a pioneer in industrial ecology. The purpose of the Foundation is to perpetuate these shared values and continue the legacy that Ray left behind.

The Foundation is a primary funder of Drawdown Georgia, a statewide, collaborative effort to research and scale climate solutions in ways that advance other societal priorities including equity, public health, economic development, and the natural environment. You can learn more about Drawdown Georgia at www.drawdownga.org.

Intern Duties/Responsibilities:

Responsibilities for the climate communications summer intern include:

- Working with various members of the Foundation Team (directors of communications, climate strategies and operations) to support Drawdown Georgia;
- Identifying, researching and documenting nonprofit organizations throughout Georgia that are working on projects at the intersection of climate and equity; expanding an existing list that the Foundation will share as a searchable online database for potential climate funders and other interested stakeholders;
- Writing and reviewing [blog posts](#) for the Drawdown Georgia website;
- Researching and writing about climate solutions in Georgia to produce first drafts for online resource documents
- Assisting in concept development of Drawdown Georgia promotional materials for use in exhibits, sponsorships and speaking engagements
- Contributing to other tasks related to research, communications, and social media.

Qualifications:

The internship is open to undergraduate and graduate students who are currently enrolled at an accredited college or university and who have completed coursework in communications, and/or environmental science. Candidates should:

- Have a passion for researching and communicating about climate change solutions and possess excellent written and oral communication skills;
- Attention to detail, perseverance, and strong desire to complete assigned tasks;
- Be a motivated self-starter with the ability to work independently and seek direction when needed;
- Be able to take complex subject matter and simplify it for all audiences;
- Be able to write crisp, clean short- and long-form copy including, but not limited to: email copy, blogs, infographics, social media posts, and intranet/internet pages;
- Follow consistent style and tone of voice guidelines in writing and editing copy;
- Be a protector and enhancer of company reputation, tone, and style guidelines;
- Have proficiency with Google Workspace, specifically Google Sheets; Microsoft Office, specifically Excel and MSWord; and proficiency in using Zoom.

Details:

- Remote, part-time position
- Computer and internet access are required in order to collaborate with Foundation staff
- Flexible work schedule (20 hrs/week) during core East Coast business hours
- Start date in late May, end date in early August (nominally 10 weeks)
- Compensation: \$5,000 stipend

To apply, please email the following items to Valerie Bennett

(internship@raycandersonfoundation.org):

- Cover letter, including the following:
 - Describe your interest in this position as well as relevant experience
 - Describe what you hope to gain from this position, skills you want to acquire, and the position's relevance to your longer-term professional goals
- Three recent writing samples (e.g. articles, blogs, white papers, class assignments)
- Resume/CV
- Names and contact information for two professional references

Applications must be submitted by March 20, 2023, to receive full consideration

Questions? Please contact Valerie Bennett (internship@raycandersonfoundation.org)