ABOUT DELTA INSTITUTE

Delta Institute is a nonprofit organization formed in 1998 that works in partnership with business, government and communities in the Great Lakes region to create and implement innovative, market-driven solutions. Delta works to build environmental resilience, economic vitality and healthy communities.

You can learn more about Delta Institute at www.delta-institute.org.

ABOUT THE COMMUNICATIONS INTERNSHIP

Delta Institute offers its interns a unique, hands on learning experience in a fast-paced nonprofit environment. Communications interns will have the opportunity to contribute to Delta’s external communications and marketing initiatives and gain valuable real-world nonprofit communications experience. Interns will work in collaboration with Delta’s diverse and experienced staff to help create and implement innovative, market-driven solutions that build environmental resilience, economic vitality, and healthy communities.

Each intern is supported by three designated staff contacts to ensure an educational internship filled with skill building and real-world experience.

SUPERVISOR

The manager is the primary point of contact for the intern. They are mid to senior level staff who provide coaching, task management, and evaluation. Managers work with interns to create clear goals and deliverables and keep them on track.

Managers will help teach interns how to accomplish deliverables by breaking them down into tasks, setting milestones, and prioritizing. They celebrate successful milestone achievements and help interns find solutions to barriers they may encounter.

MENTOR

Mentors provide interns with a peer learning experience. Interns are paired with staff mentors whose positions are similar to those the intern may aspire to soon after graduation.

Mentors will provide the intern with a first day orientation to the office, and serve as an ongoing resource for project specific questions as well as informal career advice.

HUMAN RESOURCES

Delta’s Director of Finance & Operations is available to discuss any questions or concerns an intern may have during their internship, and welcomes feedback on Delta’s intern program. Interns are also encouraged to provide a copy of their resume during their internship for review and feedback from the Director of Finance & Operations.
**WHAT INTERNS CONTRIBUTE**

Depending on the specifics of the individual intern, interns provide a variety of different services in areas like writing and content development for social media and web platforms, and providing support for events, fundraising initiatives, and project communications. Delta values the diverse perspectives our interns bring to our work, and interns are invited to our staff meetings and any relevant project meetings during their internship.

At the end of the internship, interns conduct a presentation to staff highlighting their accomplishments.

We are looking for a motivated, independent professional with strong writing skills and a passion for environmental sustainability. The intern must be well organized, eager to learn, able to commit to a regular schedule, and able to communicate clearly and frequently with his or her Supervisor.

**SAMPLE COMMUNICATIONS INTERN WORKPLAN**

General communications support

- Draft content to share via Delta’s social media platforms
- Draft 2 blog posts per month to share via Delta’s website
- Keep website content up-to-date
- Help identify and collect stories to tell
- Collect metrics on social media, website, and e-newsletter

Event support

- Help plan and promote upcoming events

Fundraising support

- Help plan and develop content for appeal campaigns

Project communications and design support

- Work with project staff to review and format reports, proposals, and communications deliverables and draft project descriptions for the website

**TO APPLY**

The Delta Institute is an equal opportunity employer. To apply to any of these positions please forward a resume, cover letter, and unofficial transcript by 9/13/17. Include information about your expectations regarding the duration and weekly time commitment, as well as the earliest date upon which you could begin an internship at Delta.

This position will be a temporary, part-time internship (at least 24 hours/week) starting in September and ending in December; start and end dates are flexible. All application materials should be sent to Mackenzie Manley, mmanley@delta-institute.org. If you appear to be a good fit for the position, we’ll call or email you to arrange a meeting. Due to the high volume of applications please do not call or write to inquire about the status of your application.