**Title: Communications Intern**

**Position Reports To: Director of Communications and Marketing**

**Direct Reports: None**

**Timeframe: January 9 – May 30, 2023**

**About Butterfly Pavilion:** At Butterfly Pavilion, (BP) we transform the way people think about invertebrates. These small but mighty animals that surround us are so much more than people think. They are everywhere because everything depends on them. They are the hidden heroes of the animal kingdom. As the leader in invertebrate knowledge, inspiration and connection, Butterfly Pavilion works to foster an appreciation of these critical animals by educating the public about the need to protect and care for threatened habitats globally, while conducting research for solutions in invertebrate conservation. Whether it is providing unique, firsthand learning experiences in our exhibits and educational programs, conducting new research that sets the standard for zoos across the country or building innovative solutions for species and habitat conservation in countries around the world, Butterfly Pavilion is leading the way in ensuring invertebrates are protected for the future.

Looking forward, we are committed to providing the most enriching experience for our audience, being recognized as a scientific authority, and being a leading educational resource on invertebrates. Butterfly Pavilion is currently engaged in a $55 million Capital Campaign to expand Butterfly Pavilion into a new global, state-of-the-art research, education, and conservation hub in 2025.

A large part of who we are as an organization is how we interact with each other.  Valuing our facility, guests, donors, and our team is a priority, without these puzzle pieces we can’t make it all work, these Core Values guide us throughout our day. We **Love What We Do** at Butterfly Pavilion, we **Make Science Cool** by **Going Above and Beyond** for all guests, donors, and team members while also **Leading Change** in invertebrate conservation.  **We Know Our Stuff** and work to have a healthy culture by **Being Positive** and **Welcoming to All.** These aren’t just words, but words for us to live by here at Butterfly Pavilion.

**FLSA:** Non-Exempt Hours per week, etc.

**Salary/Hourly Rate: None**

**Position Summary:**

The communications intern will report directly to the Director of Communications and Marketing for at least 10-12 hours per week on site at Butterfly Pavilion. The intern will perform various support tasks to support the Director and the marketing department, including, but not limited to researching and summarizing media outlets and media contacts in Colorado and nationwide that would be appropriate to “pitch” BP stories, updating media placement grids, assisting with building media story angles, identifying local Colorado speaking engagements and updating conference grid, following major environmental, conservation, science and education news stories and identifying trends, ad hoc projects.

**Essential Functions & Responsibilities:** *Identifying national and local news trends and major stories that BP can find a way to incorporate into our own media pitches and story angles*

* *Capturing BP media placements and entering details into media coverage grid*
* *Building media lists*
* *Capturing excerpts from BP news coverage that highlight key messages*
* *Identifying and categorizing potential conferences to attend and finding speaking engagements for BP experts*
* *Helping build media story angles and drafting fact sheets*
* *Creating PPT slides as requested*
* *Assisting with pitching media contacts.*
* *Conducting miscellaneous comms support*

**Competencies:** Click here to enter text.

* Strong writing skills
* Strong research skills
* Responsible and accountable
* Project/Time Management and Efficiency
* Teamwork and Cooperation
* Follow Through
* Attention to Detail
* Flexibility/Adaptability
* Coachability/Willingness to learn

**Qualifications/Experience:**

* Communications, journalism, or marketing major
* Social media skills
* Writing skills and writing samples
* Media relations experience a plus
* Research experience and skills
* Excel experience and able to create spreadsheets

**Additional Requirements:** Has own laptop with internet connection.

**Work Environment / Physical Requirements:**

While performing the responsibilities of this position, these work environment characteristics are representative of the environment the position will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this position.

At Butterfly Pavilion, the employee is occasionally exposed to moderate to loud environmental noise for extended periods of time.

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and stand, use their hands and fingers, to handle/feel/grasp. The employee is occasionally required to reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Employee should be able to lift, carry and items up to 50 lbs.

**How to Apply:**

Butterfly Pavilion is an Equal Opportunity Employer and encourages people of all backgrounds to apply for open positions and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or veteran status.

**Deadline for application:** Open until filled.

**To apply:** [Click here to apply](https://www.applicantpro.com/openings/butterflies/jobs/2646691-20976) with the required resume and cover letter.

No phone calls or drop ins please.