



GROW • EDUCATE • PROVIDE

## Communications Intern

### **About Capital Roots:**

Capital Roots is a 40-year-old private non-profit organization working to reduce the impact of poor nutrition on public health in the Capital Region. We organize 51 community gardens in four counties; improve access to healthy food through our mobile produce markets and healthy stores program, offer nutrition and horticulture education for all ages, and coordinate urban greening programs in local municipalities.

### **Position Description:**

The Communications Intern reports directly to the PR and Marketing Coordinator and aids in all things related to media and public outreach about the organization, programs and events. The intern will work individually and collaboratively with diverse populations to create content for outreach materials, the website, and social networks. Ideal candidates are able to commit 10-15 hours per week and are pursuing a degree in communications, public relations, journalism, marketing, anthropology, or a related field.

### **Duties include but are not limited to:**

- Media and public outreach
- Researching, writing and editing content related to organization programming
- Photography
- Graphic design

### **Qualifications:**

- Excellent written and verbal communication skills and/or design and photography skills
- Organized and able to monitor relevant media contacts and issues
- \*Preferred\* - Knowledge of Adobe Photoshop, InDesign, Illustrator, and Premiere Pro

### **Send cover letter and resume to:**

Capital Roots  
594 River Street  
Troy, NY 12180  
Tel: 518-274-8685

[www.capitalroots.org](http://www.capitalroots.org)

Email: [media@capitalroots.org](mailto:media@capitalroots.org)