



GROW · EDUCATE · PROVIDE

## Communications Internship

### **About Capital Roots:**

Capital Roots is striving to create a more vibrant and equitable food system. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutrition and horticulture education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

### **Position Description:**

The Communications Intern reports directly to the Communications and Development Manager 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

Opportunities for long-term research projects available. Email with project interest.

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

Rebecca Whalen, Communications and Development Manager  
Capital Roots  
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Troy, NY 12180  
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