



## COMMUNICATIONS AND MARKETING INTERNSHIP ANNOUNCEMENT

The Communications and Marketing Departments of The Marine Mammal Center are seeking 1-2 applicants for Fall/Spring and Summer 2006/2007 internships to help coordinate public relations and marketing activities and campaigns. These positions are ideal for candidates who are interested in working with a fun non-profit, and learning how to work with broadcast and print media, as well as understand how marketing and membership campaigns are designed. Students interested in participating in order to gain university credit are welcome. These positions are unpaid.

### **Program description:**

The Communications and Marketing departments of The Marine Mammal Center serve as a hub for communications to the general public, media, donors, and to The Center's 30,000 members. The Communications Department communicates with journalists from around the world about The Center's achievements, projects and news of the day. They do this by writing and distributing news releases, producing audio and video projects, and by other external communication tools such as production of The Center's newsletter called *Release*, and by maintaining its website. As an intern, you'll be involved with public relations functions, helping The Center update its video and photo library and media clippings, and you'll help in future media planning and strategies. The Marketing Department is responsible for moving members, the public and donors, into action, in the form of donations, volunteerism and membership. Interns will also be responsible in assisting to man tables at special events such as The Center's Member Open Houses, and other Bay Area functions. Some weekend work may be required as well as clerical duties.

### **Intern Responsibilities & Qualifications:**

- Interns must be at least 18 years old.
  - Interns must have their own means of transportation; no public transportation is available.
  - If the intern intends on receiving university credit for their internship, they are responsible for enrollment and appropriate documentation.
  - Intern must have a genuine interest in marine mammals and the work of The Center
- Successful applicants should demonstrate excellent communication skills and have practical computer knowledge with programs such as Word, Excel, and Filemaker Pro. All applicants should be in good general health, as the internship position requires a fair amount of physical activity.

Interested applicants are encouraged to submit a résumé, a cover letter detailing interests and experience, and availability. Please forward all application materials to the following address:

The Marine Mammal Center  
Attn: Jim Oswald  
Marin Headlands (GGNRA)  
1065 Fort Cronkhite  
Sausalito, California 94965  
Or via email to: [oswaldj@tmmc.org](mailto:oswaldj@tmmc.org)