



Island Press is a nonprofit organization that communicates ideas essential to solving environmental problems. Our books, products, and program activities help stimulate new ideas, educate professionals and the public, inspire environmental protection, and prepare the next generation of environmental leaders. We seek energetic and enthusiastic environmentalists for various intern positions in our Washington, DC headquarters. Ideal candidates will be detail-oriented with excellent organizational and computer skills and available 10-20 hours per week.

Editorial Intern

We seek a highly detail-oriented individual eager to learn the publishing and editing fields. Responsibilities include assisting with proofreading, reviewing proposals, and providing general administrative support for the editorial department. Intern will also attend editorial planning meetings and an intern seminar series to learn about all aspects of book publishing. Ideal candidate is interested in pursuing a career in writing, editing, or publishing. Excellent organizational skills are a must.

Production Intern

The Production Department seeks a detailed-oriented individual eager to learn the production aspects of book publishing. As the Production Intern, you will help the production team usher our environmental books through to the final product. Specific responsibilities include preparing, coding, and trafficking manuscripts; preparing digital e-book PDF files; light proofreading, and compiling text corrections. The intern will provide general administrative support for the production team. Candidate must have basic computer skills and ability to multitask. Familiarity with proofreading, copy editing, Acrobat and Microsoft Office Suite a plus. Individuals who want a great introduction to book publishing are ideal!

Marketing Intern

The marketing department seeks a detail-oriented individual eager to learn marketing for books on environmental issues. The intern will work in a general support role for all marketing initiatives. Intern will also have the opportunity to interact with other areas of publishing to learn more about the business. This internship is ideal for someone

who wants a great introduction to the marketing and publishing fields. A proactive, detailed, creative individual with some office experience is the ideal fit! Knowledge of Photoshop, InDesign, and Excel. Please include two non-academic writing samples.

Publicity Intern

We seek a detail-oriented individual eager to learn key facets of public relations for books on environmental issues. The intern will learn aspects of writing press materials including press releases, pitch letters, author bios, and publicity review reports in all formats, including broadcast, print, and electronic mediums. This is a great opportunity for an intern to learn who's who among environmental journalists at national publications and journals in addition to learning important aspects of book review publications and the publishing industry. Qualified candidates are excellent writers, organized, capable of multi-tasking and confident presenting information by phone. Creativity and a love for books is a must!

E-Communications Intern

Working under the supervision of the E-Content Editor, the E-Communication Intern will maintain and grow a variety of social networking websites on a daily basis, including MySpace, Facebook, WiserEarth.org, Twitter, and StumbleUpon, among others. With a news and marketing/communications focus, the E-Comm Intern will also regularly post content to each site, proactively implement linking campaigns and other online and social media efforts, including blog outreach, and assist with other e-communications projects. Candidates will have strong computer/internet, writing/editing, and organizational skills, studies in Journalism, English, Marketing, Communications or related field, and excellent attention to detail. Understanding of the inner workings of social networking and basic HTML knowledge preferred.

Development Intern

The Development team is looking for an organized, efficient intern who wants to learn more about nonprofit development as a career. Internship duties include coordinating mailings to donors, maintaining a database of current donor activity, planning and executing book mailings and author events, drafting correspondence, and conducting donor and foundation research. This internship is ideal for someone who is able to handle many tasks at once, has strong writing; editing and research skills, and can function well with minimal supervision. The position provides a unique opportunity to

learn more from our experienced development staff about the inner workings of a nonprofit organization.

Programs Intern

The Program Director seeks a detail-oriented individual interested in learning how nonprofits develop their programmatic work. The Programs Intern will assist with research, coordination, and development of programs focusing on climate change adaptation, conservation finance, and speaker series'. Internship duties will include searching for public resources available online, monitoring the progress of project development, coordination of events, and attending relevant events around DC and on Capitol Hill. Candidates will have strong computer, writing and editing, and organizational skills, and should be able to work independently and multi-task. Candidates should be comfortable making cold calls and representing their own work. An interest in working in an environmental field is a must.

IT Intern

Our Information Technology team seeks a creative individual with an interest in the environment, computer technology, and publishing. Duties will include web research, user support and training, and hardware troubleshooting and upgrades. Candidate should be detailed oriented and be able to handle multiple tasks. Computer literacy is essential and some knowledge of computer hardware, operating systems and various software packages is a great advantage.

Compensation & Benefit

- \$60/week stipend
- Casual dress code
- Flexible scheduling (10-20 hours per week required)
- Employee discount of 50% on all Island Press titles