



Naples Botanical Garden

Position Description

Position Title: Communications Intern

Department: Communications

Reports to: Communications Manager

Organizational Description

Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and sub-tropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia, and Florida. The Garden's mission is to connect people and plants through display, education, conservation, and science. The Garden's hands-on interactive Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails and public programming offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary: The Communications Intern is responsible for supporting the Communications department's efforts to ensure Naples Botanical Garden's continued growth and increase awareness of the Garden's mission and programs. Reports to the Communications Manager.

Primary duties and responsibilities:

- Timely response to information and photo requests
- Implement planned social media efforts
- Write press releases and other items as assigned
- Update website (www.naplesgarden.org)
- Basic graphic design and in-house production of materials
- Photography and videography and their cataloguing
- Lead tours as required
- Assist with photo shoots
- Assist with events
- Create and upkeep press materials
- Search and organize press clippings
- Maintain and update media contact list
- Assist Communications staff with projects as assigned

Desired Character Traits, Skills & Behaviors:

- Ability to work in a team environment that promotes collaboration
- Able to communicate effectively at all levels – share all information in a timely fashion
- Ability to work successfully within a team as well as independently
- Knowledge of Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Effective written communications skills, including skill in copywriting, proofreading and editing
- Office administration skills, including general clerical skills (filing, typing, copying, etc.)
- Effective interpersonal skills and ability to maintain a professional manner in all dealings with customers, staff, volunteers, Board members and others
- Ability to meet multiple deadlines.
- Demonstrated ability to organize and manage multiple projects, prioritize tasks and meet deadlines

Qualifications & Other Relevant Information:

- Be pursuing a degree in Communications/Marketing/Advertising or relevant area
- Highly organized and motivated with a strong work ethic
- Strong computer skills a must; knowledge of graphic software such as Photoshop, InDesign, Quark a plus
- Willingness to work evenings and/or weekends on occasion

A pre-employment background check required.

Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability, race, color, religion, sex, sexual orientation, age, national origin or disability

To Apply: Please provide a cover letter, resume, and contact information for three references by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org