***Communication Internship***

Position Title: Communication Intern

Employee Payroll Status: Part-time Temporary

Reports to: Executive Director

Location: Berkeley, CA

[Golden Gate Audubon](http://goldengateaudubon.org) engages people to experience the wonder of birds and to translate that wonder into actions that protect native bird populations and their habitats. Founded in 1917, we are one of the oldest and most respected conservation organizations in the Bay Area. Golden Gate Audubon is an independent non-profit, affiliated with the National Audubon Society.

We accomplish our mission by connecting people of all ages with birds and the natural world, conserving and restoring habitat, and engaging Bay Area residents in the protection of our shared, local environment. Golden Gate Audubon has over 7,000 members in San Francisco and the East Bay, an active Board of Directors, and a staff of six who mobilize over 2,000 volunteers each year.

The Position

The Communication Intern works closely with the Communication Director and Deputy Director to pre-produce short videos for online marketing, educational programs and an interactive learning module for Golden Gate Audubon’s field trip leaders and instructors. Finished products may include audio, video, and interactive web-based components. The Communication Intern will be responsible for editing audio and video, including overlaying animated titles, and including those short video clips in a web-based interactive module. This is a seasonal position, from October - May, based in our office in Berkeley, CA, and will require travel to video shoot locations in San Francisco, Oakland, Berkeley and Richmond and nearby towns.

Duties and Responsibilities

* Edit digital audio and video files using professional editing software such as Adobe Premier or Final Cut Pro
* Add animated text titles to digital video
* Program and build an interactive web-based module which incorporates video, quiz questions, and short text reading pieces.
* Work with our web hosting platform, Wordpress, to house the finished module on our existing website
* Work creatively in a team
* Take direction and feedback from Communications Director and Deputy Director to ensure the finished product meets the organization’s needs

Qualifications

* Experience with video/audio editing software and relevant webtools
* Demonstrated ability to manage and organize digital media files
* Excellent communication skills and ability to take direction and feedback
* Demonstrated ability to manage and complete multiple tasks on schedule

Critical skills

* Computer skills – should be comfortable accessing and organizing information, and using relevant programs
* Attention to detail – this role requires a high level of attention to detail to ensure that the finished product is professional quality
* Time management
* Communication skills – effective verbal and written communication skills are vital in this role, particularly to share creative ideas and understand the needs of the product

Compensation and Benefits

Hourly wage of $25. 4-10 hours per week, Through May 2023. This is a non-benefited position.

Golden Gate Audubon is an equal opportunity employer. People of color, women, people of all sexual orientations, and those with diverse backgrounds are strongly encouraged to apply. Our staff and board value diversity and are committed to respect and inclusiveness.

Send a resume and cover letter to [jobs@goldengateaudubon.org](mailto:jobs@goldengateaudubon.org).