



Communications Internship

Employment Classification: non-exempt, part-time up to 24 hours a week.

Timeframe: July 2024 through December 2024

Hourly Rate: \$18/hour

Organization Description:

The Lake Hopatcong Foundation is a 501(c)3 non-profit organization dedicated to protecting the lake environment and enhancing the lake experience, bringing together public and private resources to encourage a culture of sustainability and stewardship on and around New Jersey's largest lake for this and future generations.

LHF Values:

Collaboration: We work to bring people together and foster equity, opportunity, vibrance, and wellness where all may flourish within the community.

Action: We are committed to our mission, moving quickly to take on projects that have an impact on and around the lake.

Sustainability: We are forward-thinking when making decisions, taking future generations into account when considering projects and initiatives.

Warmth: We are a friendly face to the community, showing the best of ourselves and bringing out the best in the people of Lake Hopatcong.

Reporting Relationship:

The Communications Intern will report to the Communications Director. The Lake Hopatcong Foundation has a small staff, and all staff work collaboratively to support each other's work.

Job Purpose:

To build a broad base of support, the Lake Hopatcong Foundation maintains a strong focus on communications. This position is responsible for assisting in the planning and execution of strategic communications.

Responsibilities:

- Assist in planning, writing, and executing blog posts and e-newsletters
- Update the organization's website as needed
- Assist with social media marketing (Facebook, Instagram, X, LinkedIn, TikTok)
- Archive internal and external communications
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Perform other duties as assigned

Experience and Skills:

- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising, or Public Relations)
- Excellent written and oral communication and interpersonal skills
- Understanding of the basic principles of public relations and/or marketing
- Detail-oriented with the ability to work well independently and within a team
- Enthusiasm for storytelling, marketing, and communications
- Enthusiasm for the mission of the Lake Hopatcong Foundation
- Computer literate
- Previous internship or related experience in marketing or communications is a plus
- Experience with graphic design is a plus
- Proficiency in Adobe Creative Suite or Canva is a plus

Work Location:

The position will require you to work at the Lake Hopatcong Foundation, 125 Landing Road, Landing, NJ

To Apply:

To apply for this position, please send a cover letter and resume to info@lakehopatcongfoundation.org Applications will be reviewed on a rolling basis until the position is filled.

The Lake Hopatcong Foundation is an equal opportunity employer and values diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.