



Position:	WAVE Foundation Communication Internship
Hiring Organization:	WAVE Foundation at Newport Aquarium (AZA Member)
	Wavefoundation.org/volunteer
Location:	WAVE Foundation, 1 Levee Way, Suite 1103, Newport, KY, 41071
Volunteer/Internship:	Internship – Unpaid

Position Summary: Assist the WAVE Foundation in promoting WAVE’s mission and programming through a multi-channel approach. This includes social media platforms, webpages, emails, and print media. Work alongside WAVE’s Development & Communications Manager to inform audiences about education programs, conservation work, and news about WAVE Foundation.

Responsibilities:

- Learn the ins and outs of WAVE Foundation’s website and social media accounts and create content, including text and graphics.
- Develop visually engaging materials to enhance understanding of WAVE’s programs and offerings.
- Synthesize information and develop written content that is accessible and informative. This could include blog posts, emails, or print pieces.
- Promote WAVE’s mission and programs by assisting at WAVE Foundation community table events.
- Assist with planning and creating promotional materials for WAVE Foundation’s Annual fundraising events.
- General clerical support including scanning, copies, and answering emails, and phone calls.
- Communicate and maintain working relationships with educators, students, guests, staff, supervisors, volunteers, other departments, and colleagues in related industries.
- Communicate well in an environment, which may include loud noises, large crowds, and varying settings.
- Provide excellent and accurate customer service for WAVE Foundation and Newport Aquarium’s missions.
- Direct questions, suggestions or grievances through appropriate procedures and channels.
- Represent WAVE Foundation and Newport Aquarium in a professional manner, including dress code, behavior, and timeliness.
- Perform in accordance with all protocols, policies and operating procedures of WAVE Foundation and Newport Aquarium.
- Other duties as assigned.

Qualifications:

- Must be working toward a bachelor’s degree and have completed at least one year of college.
- Have working knowledge of WordPress, Facebook, Instagram, and LinkedIn.
- The ideal intern has a great attitude and the desire to learn.
- Must possess strong organizational skills, attention to detail and can be “fast and accurate” to meet deadlines.
- Applicant must have solid verbal and written communication skills and be able to work alone or with a team.
- Proficiency in Microsoft Office and Canva preferred.
- Be engaging, friendly, courteous, enthusiastic, and sincere.

Physical and Medical Requirements:

- No history of allergy related to animals or plants, which might interfere with ability to volunteer
- Ability to remain on feet for long periods of time (up to 4 hours), climb stairs, bend, stoop, and be able to lift 25lbs.
- Immunocompetence (possible exposure to infections and parasitic disease)

NOTE: May involve exposure to potentially dangerous and unpredictable animal species. Occasional use of protective clothing or equipment is required e.g. goggles, mask, gloves, and gowns.

Training:

- Complete WAVE Foundation orientation and online training.

Commitment:

- This unpaid internship requires a commitment of 8-16 hours per week or a minimum of 150 hours over the 12-week internship.
- Schedule will be discussed with your Mentor upon onboarding.