



## 2025 SUMMER COMMUNITY ENGAGEMENT INTERNSHIP

June 3, 2025 – August 8, 2025 (flexible)

15-20hrs/week

\$20/hour

Saratoga PLAN [Preserving Land and Nature] is a non-profit land trust seeking to increase brand awareness in communities in which we work.

PLAN works on innovative and responsive communications strategies in exploring creative ways to both communicate broadly about Saratoga PLAN's mission and the role of a local land trust.

The position is ideal for a student or recent graduate interested in communications and outreach, marketing, journalism, and/or event planning. Applicants should also share a passion for, or interest in, conservation, outdoor recreation, environmental studies, farmland or other like-minded topics, while mobilizing others to take action.

This position reports to the Communications Manager and will work closely with PLAN's Development Team. This position will spend approximately 60% of time on content creation, 30% community events and outreach and 10% on support for PLAN's Next Generation Committee.

### PRIMARY JOB DUTIES:

- Create engaging social media content to increase online engagement (social media copy, graphics, etc. – EX: Trail Tuesday themed content and preserve video “walkthroughs”).
- Create short-form video “teasers” from editing PLAN's existing long-form videos available on YouTube.
- Increase digital media assets including photography and videography of PLAN's 13 public nature preserves, partner trails, farmland, and community events.
- Connect people to PLAN's mission through interviews with landowners, donors, and/or volunteers and writing 2-3 featured blog posts.
- Work with Development Team and Board Committee on planning and promotion of two of PLAN's largest events: Saratoga Farm Showcase and PLAN for the Future.

- Design and post printed promotional flyers for events.
- Serve as a PLAN ambassador at community events and interact with PLAN's partner organizations.
- Support PLAN's Next Generation Committee in finding creative ways to engage the next generation of conservationists.
- Adhere to PLAN branding requirements.
- Other duties as assigned.

### IDEAL SKILLS AND EXPERIENCE:

- A motivated upper-level undergraduate or graduate student, or a graduate of an applicable program/major with less than 5 years of experience
- Understanding and interest in the mission of Saratoga PLAN
- Excellent oral and written communication and interpersonal skills
- Strong organizational skills
- Creative writing skills
- Proficiency with Microsoft Office suite
- Ability to work with digital communication tools (Facebook, Instagram, etc.)
- Working knowledge of digital marketing tools (Canva, Hootsuite, etc.)
- Experience with and/or interest in event planning
- Working knowledge of editing software (Photoshop, InDesign, Adobe Premiere Pro, Adobe Express) (preferred)
- Valid driver's license and reliable transportation

### LOCATION:

The intern will mostly work "in the office" at 112 Spring Street in Saratoga Springs, NY and have some work "in the field" at PLAN's nature preserves and at community events. Housing is not provided as part of this position.

### TO APPLY:

To apply for the Community Engagement Internship, please submit a resume and cover letter to PLAN's Communications Manager, Anna Gomez Domenech at [annag@saratogaplan.org](mailto:annag@saratogaplan.org). Applications will be reviewed on a rolling basis until the position is filled.

*We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. PLAN encourages individuals from all backgrounds to apply and join our engaged community that is committed to environmental conservation.*

*Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*

Saratoga PLAN 112 Spring Street, Suite 202 Saratoga Springs, NY 12866 518.587.5554 [www.saratogaplan.org](http://www.saratogaplan.org)