



COMMUNICATIONS INTERN

The Bicycle Coalition of Greater Philadelphia (BCGP) is looking for a communications intern to assist the organization's communications and outreach efforts.

JOB TITLE	Communications Intern
LENGTH OF EMPLOYMENT	Position available March 18th. 5-15 hours (flexible) per week.
COMPENSATION	Internship is unpaid. BCGP will cover select work-related expenses as needed.
TO APPLY	Send a resume and one -page letter describing your interest and qualifications for the position to: bike@bicyclecoalition.org .

PURPOSE AND GENERAL DESCRIPTION

Making bicycling better through advocacy and education, the Bicycle Coalition of Greater Philadelphia (BCGP) promotes biking as a healthy, low-cost, and environmentally-friendly form of transportation and recreation in nine counties in Southeast Pennsylvania and South Jersey.

The Communications Intern will assist the Communications Coordinator with the planning and execution of digital communications generally, and with the launching of the Women Bike PHL outreach campaign specifically. Additionally, some flexibility exists to accommodate a qualified candidate's specific interests as they relate to BCGP's mission.

DUTIES AND RESPONSIBILITIES

The Communications Intern will:

- Assist in the writing of monthly newsletters
- Write for the Bicycle Coalition's blog, including conducting or transcribing interviews
- Manage organizational social media accounts
- Participate in occasional local outreach projects or events

ESSENTIAL QUALIFICATIONS

- College degree or currently enrolled in college
- A strong commitment to the Bicycle Coalition's mission
- Excellent writing and communication skills, including ability to summon appropriate written tone for variety of audiences and methods of communication
- Experience with social networks: Facebook, Twitter, YouTube, etc.

- A professional appearance and manner
- Ability to complete work in a busy but informal office environment with limited supervision
- Experience with Microsoft Office and Google Drive

DESIRABLE QUALIFICATIONS

- Experience bicycling in Southeastern Pennsylvania and/or South Jersey
- Experience with Photoshop, Illustrator, and other Adobe software
- Photography experience
- Working towards or have completed degree in digital media, marketing, public relations, communications or equivalent field

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

The Communications Intern reports to the Communications Coordinator. The Communications Intern will:

- Work primarily out of the Bicycle Coalition office
- Occasionally work outdoors, evenings, and weekends as opportunities arise

The Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.