



## **Media and Communications Intern**

### **JOB DESCRIPTION**

Working closely with Green Century's marketing staff, the intern(s) will be responsible for educating the public and promoting the transition to clean energy. This experience will offer the intern(s) the opportunity to learn about press outreach, messaging, and social media.

We will provide training on marketing strategy, media tracking and follow-up, social media work, basics of the mutual fund industry, and web content. Intern(s) will also be exposed to the burgeoning field of environmentally and socially responsible investing, including the linkages between corporate sustainability and performance and fossil fuel divestment strategies.

Specific responsibilities include but are not limited to:

- Track media coverage of the Green Century Funds and shareholder advocacy work
- Grow and update the media database
- Draft content for press releases and website pages
- Find and evaluate photos and images for use in marketing materials
- Prepare PowerPoint presentations around our shareholder advocacy and impact work
- Assist in media outreach around new tools, press releases, webinars, etc.
- Work with social media to enhance Green Century's role and recognition

### **QUALIFICATIONS**

- A demonstrated interest in environmentally responsible business and socially responsible investing
- Excellent writing skills
- Proficiency in Microsoft Excel; advanced skills preferred
- Strong written and verbal communication skills
- Marketing, messaging, writing or communications experience
- An ability to work both as part of a team as well as deliver independent projects

### **HOURS**

The position will require a minimum of 10 hours per week, up to 20 hours per week. Office hours are 9:00am to 6:00pm and the intern must complete the work within that time frame and on a regular schedule. Days are flexible depending on student schedule and program needs.

Internships run for 12 weeks between January and May in the spring, May and August in the summer, and September and December in the fall.

**COMPENSATION**

The position is compensated through the [MassCEC Internship Program](#) for those who qualify.

**DESCRIPTION OF ORGANIZATION**

Green Century Capital Management, Inc. (GCCM) administers the Green Century Funds, the first family of no-load environmentally responsible fossil fuel free mutual funds. Founded and wholly owned by non-profit advocacy organizations, GCCM is dedicated to promoting an environmentally sustainable economy. The Green Century Funds put their investors' money to work for cleaner air, cleaner water, and greater corporate environmental responsibility.

The Green Century mission:

- Provide environmentally responsible investing opportunities for those who care about the planet while seeking competitive returns
- Promote corporate environmental responsibility through a comprehensive and sustained shareholder advocacy program
- Support the advocacy and public interest work of GCCM's founding non-profit organizations by generating revenue to fund their programs

**LOCATION**

114 State Street, Suite 200, Boston, MA 02109

**TO APPLY**

Send a cover letter and your résumé addressed to Marissa LaFave at [mlafave@greencentury.com](mailto:mlafave@greencentury.com).

*Green Century Capital Management is an equal opportunity employer.*