

Digital Communications Intern

A. Position Description

The Southeast Energy Efficiency Alliance (SEEA) is seeking an enthusiastic candidate to expand their knowledge in nonprofit digital communications. The digital communications intern will be responsible for assisting the organization in the development and implementation of its digital communications strategy.

Essential Duties and Responsibilities

- Update and maintain content on SEEA's website and social media platforms
- Track and compile analytics from SEEA's website, emails, and social media accounts
- Create a comprehensive contact list of target organizations
- Provide writing and design support for materials including reports, newsletters, social media, website content, etc.

B. Qualifications

- **Education:** Undergraduate student studying communications, journalism, English, marketing, graphic design or equivalent.
- **Skills and Experience:**
 - Excellent writing and editing skills
 - Demonstrated ability to work independently
 - Experience with Adobe Creative Suite, particularly InDesign, Illustrator, and Photoshop
 - Experience with WordPress

C. Structure

- **Start Date:** Position is open until filled. Approximately 12-week commitment.
- **Hours & Location:** 8-12 hours/week. This is a remote position.
- **Compensation:** This is an unpaid internship. College credit available.
- **Technology Requirements:** Candidates must provide their own computer. You will be provided with a dedicated email address and Microsoft 365 account to collaborate with the team.

D. How to Apply

Qualified candidates may apply by submitting a cover letter and resume to sburgher@seealliance.org.

About SEEA

The [Southeast Energy Efficiency Alliance \(SEEA\)](https://www.seealliance.org) is a 501(c)(3) nonprofit organization based in Atlanta, Georgia. Established in 2007, SEEA is the only regional energy efficiency organization serving eleven states across the Southeast. SEEA works to ensure people have the knowledge, resources, and opportunities to use energy more efficiently. We advance effective state, local, and utility policies, support the implementation of strong building energy codes, expand availability and access to resources to address energy efficiency in buildings, and support equitable engagement in energy planning processes across all communities.