



## **COMMUNICATIONS & MARKETING INTERNSHIP** **Summer 2026, Long Branch, NJ**

The Communications Internship with Clean Ocean Action (COA) is an exciting opportunity to:

- help address the continued environmental impacts from pollution through multimedia communication,
- learn and track analytics for communications and marketing methods and strategies,
- develop a marketing portfolio and meaningful skills in social media, email marketing, graphic design, photo and video production, and
- gain experience in working for a nonprofit organization.

The Intern will assist with communications and marketing initiatives that will promote COA's mission, including social media (e.g., reels, graphics), email marketing, web site content and graphics, curating and organizing the media library, flyers/posters, and more. The Internship may also contain some fundraising aspects. The intern would lead the production and evaluation of multimedia communication and marketing materials (e.g., social media reels and graphics, photo collages, podcast, and more) on various platforms.

The Communications and Marketing intern will work under the direction of Communications & Marketing Director and the guidance of the Executive Director and Management & Operations Director. By the end of the internship, the intern will gain nonprofit organization advocacy experience and a portfolio in graphic design, photo and video production and writing and editing.

### **General Responsibilities**

- ◆ Data & Analytics: Develop and maintain a centralized analytics spreadsheet to track performance metrics and user demographics; assist in monitoring and reporting engagement across digital platforms.
- ◆ Graphic Design & Social Media Support: Create graphics, schedule posts, and support social media campaigns to increase audience engagement.
- ◆ Website Support: Assist with usability testing for website functionality and ease of navigation.
- ◆ Photo and Video Production: Record, edit, and produce video content for marketing, outreach, and social media purposes; shoot and edit photos of events (*optional – not required*).
- ◆ Assist with editing the monthly newsletter and coordinating the mailing
- ◆ Update press list contact list
- ◆ Assist with day-to-day operations of the Communications Department, and general office coordination.

### **General Program Coordination**

- ◆ Represent COA in a positive, professional and friendly manner
- ◆ Maintain focus and message on pollution prevention
- ◆ Stay conversant and current on COA priorities and programs
- ◆ Update relevant COA materials, fact sheets, and write monthly newsletter articles
- ◆ Be flexible to help with any project at any time, as needed

**By the end of the internship, the Intern will have participated in a rewarding summer internship helping to reduce marine pollution through Communications & Marketing initiatives and will have:**

- ◆ Developed the skills necessary to draft, execute, track and analyze social media, email, and print campaigns
- ◆ Created engaging written and visual content that will be used to educate the public, promote events, and motivate citizens to take action

- ◆ Developed skills in community outreach, organization, contact list data, and project coordination
- ◆ Developed professional office skills

### **Qualifications**

- ◆ Enrollment in higher-level education with strong communications, marketing, or advocacy focus
- ◆ Proficiency with Microsoft Office Suite (including Word, Excel, PowerPoint)
- ◆ Proficiency in Graphic Design: Canva, Adobe Photoshop
- ◆ Experience with Photo and Video Production: Adobe Premiere Pro, Adobe Photoshop, and Adobe Lightroom.
- ◆ Proficiency in Social Media/Email Marketing: Meta Business Suite, Constant Contact,
- ◆ Writing, Editing, and Collaboration (required): Excellent written communication and collaboration skills.
- ◆ Attention to detail and excellent organization and time management skills
- ◆ Press communication experience, a plus

### **Requirements**

The summer internship is full time and located at COA's office in Long Branch, NJ. Location for programs and events related to the internship position will vary. Early start and late evenings, while not routine and usual, can occur, especially for position-related events, programs, and meetings. Monthly stipend and travel expenses (excluding commuting) are paid. College credit (arranged by the student with the university/college) is available.

**It is essential to the success of the programs and the overall internship experience that the applicant lives within close proximity to the Long Branch office to sustain commuting.** No housing or transportation is provided. Usual office hours are 9am to 5pm, Monday – Friday; however, the position requires flexibility and availability to work early morning and early evening hours, if needed. COA offers flexibility for excessive hours when necessary. The position requires use of a reliable vehicle, the ability to pack and deliver supplies, and a willingness to travel throughout Monmouth and Ocean Counties. Business casual attire is expected and can vary depending on the activities. Position may include offsite work in all weather conditions, including extreme heat and/or rain and wind. The start date is mid-May and the end date is mid-late August.

### **Application Instructions**

Interested applicants should demonstrate enthusiasm and basic knowledge of environmental issues, organizational and communication skills, creativity, and willingness to work hard. Applications will be accepted until the position is filled.

**To apply, send (i) a cover letter (including local address), (ii) resume, (iii) a writing sample that reflects your written and/or visual skills, and (iv) a list of 3 references with affiliations and contact information to: [Office@CleanOceanAction.org](mailto:Office@CleanOceanAction.org) with “Communications Internship\_ YOUR NAME” as the subject line.**

### **About COA**

*Clean Ocean Action is a nonprofit 501(c)3 organization dedicated to protecting marine water quality in the New York Bight (those waters between Montauk Point, NY, and Cape May, NJ, and extending to the continental shelf). COA spearheads campaigns with broad-based coalitions of boating, business, community, conservation, diving, environmental, fishing, religious, service, student, surfing, and women's groups. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA visit [www.cleanoceanaction.org](http://www.cleanoceanaction.org).*

*COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff members without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We hire great people from a wide variety of backgrounds, not just to do the right thing, but because it makes the organization stronger.*