**Renewable Energy Vermont (REV)**

**Communications and Marketing Internship**

Approx. Hours: 16 per week

**Job Description:**

The Communications and Marketing Intern will help maintain REV’s Facebook and Twitter accounts, assist in publishing the bi-monthly newsletter, creating marketing materials and helping to update the website.

**Duties will include but are not limited to:**

* Creating marketing materials as needed
* Updating the website to reflect the most recent news and to update member profiles
* Updating REV’s social media platforms
* Monitoring comments on articles that are posted on Facebook and Twitter, commenting when necessary with fact-based responses (as directed by Executive Director)
* Compiling a weekly list of renewable energy and energy efficiency related articles to be sent out to REV Members
* Attending conferences and “manning” the REV booth at events