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www.stillmoon.org

Communications and Outreach Intern

Learning and Training objectives

- Become the welcoming face of Still Moon for local youth
- Gain knowledge of the community and city wide networks
- Lead Ravine Education tours to diverse groups

What you get out of it

- Learn from experts – publicists, web designers, Carmen Rosen, Christine Macer
- Knowledge of publicity and community outreach techniques and opportunities
- Writing skills
- Leadership skills
- Organizational skills
- Develop networks for careers
- Recognition at Still Moon events and on website, volunteer recognition, letters of reference

Hands on work

Promotions

- Assist with promoting Spirit Fish Bike parade and event taking place on Sunday March 21st
- Liaise with Windermere Bike Club
- Promote involvement in Summer Camp Performance Intensive (the word needs to get out in the early Spring for families planning their summer vacations)
- Assist in promoting Moon Fest and other still moon activities – think of ways for youth to be meaningfully involved
- Announcements, classroom visits with special skills youth artists

Writing

- Co-create Still Moon e-newsletter
- Set up and keep current facebook and email links for youth to get informed and involved
- Update Still moon website
- Create and contribute to Youth Blog as part of Still Moon website

Archiving

- Sort and set up files of photo and video documentation of previous years
- Create photo highlight booklets of each previous moonfest to print up as hard copies and post on line

Ravine Education package

- Work with other intern to put together existing information about the ravine into a information package for ravine tour leaders, students, and teachers
- Test the package by leading ravine tours for different groups and see what sort of questions and interests people have
- Begin brainstorming about a long term plan for ravine stewardship – outreach, restoration, trails, programs, web presence

Suggest other areas of community outreach in person, in media, and online

Mentor the next intern