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[bethesdagreen.org](http://bethesdagreen.org)

## Communications and Development Fellow 2018

Bethesda Green is a 501(c)(3) nonprofit organization with a mission to accelerate the local sustainable economy with a focus on innovation, impact, and community.

Bethesda Green is currently seeking a talented, energetic, and goal-oriented Communication and Development Fellow to help advance our community exposure during winter/spring 2018. The Fellow will play a role in enhancing, developing, and implementing compelling communications and outreach as they pertain to the overall organization and each program area. The Fellow will report to the Executive Director and assist various team members as needed in a variety of tasks, including but not limited to:

- Writing and updating content for social media, email campaigns, newsletters, and website to keep our networks informed about current work and upcoming events
- Contributing to overall communications, outreach, and fundraising strategy
- Planning or assisting in the implementation of both internal and external events, namely our 10<sup>th</sup> year anniversary
- Contribute to grant research, writing, and submission

### You:

- Work well both independently and in a team
- Are comfortable wearing many hats – we are a small team and everyone does a little bit of everything
- Have a way with words! The ideal candidate will possess strong written and oral communication skills and know how to create captivating content that will engage our audiences
- Can easily navigate Microsoft Suite and social media along with being familiar with or willing to learn Google Drive, MailChimp, Salesforce, and social media
- Love the prospect of working in a non-profit whose mission is to jumpstart the sustainable, local economy
- Have some relevant education and/or experience but mostly passion and willingness in sustainability, business, and communications
- Are a college junior, senior, or recent graduate

**Program Benefits:** The fellow will learn about sustainable business models and be exposed to the inner workings of a non-profit, while strengthening their communications, outreach, writing, fundraising, and organizational skills. We provide a friendly office environment with many networking opportunities.

**Application Instructions:** The successful applicant must be able to help us 16/hours per week during weekday hours for at least 10 weeks. Scheduling is flexible based on applicant's availability. This is an unpaid position. Much of the activities will take place at our Bethesda office (Metro, RideOn, and Capital Bikeshare accessible) M-F 9AM-5PM, but some evening and weekend involvement may be requested or required.

To apply, please send a resume and cover letter detailing your motivations and qualifications to [jobs@bethesdagreen.org](mailto:jobs@bethesdagreen.org). Applications will be reviewed on a rolling basis.

**About Bethesda Green:** We are an incubator, connector, and a community partner, acting in synergy. As a community partner, we engage the local community in the sustainable economy through opportunities that inspire innovation and implementation of green solutions. As a connector, we foster partnerships focused on testing, piloting, and advancing innovation and impact. Our Be Green Hub incubator accelerates green businesses as viable businesses focused on the triple bottom line. We operate in Bethesda, MD (just outside of Washington D.C.) and attract stakeholders from Montgomery County and the DC Metro area.

