

Oxbow Meadows

Marketing and Communications Internship

Internship Summary: Oxbow Meadows accepts internship applications from undergraduate and graduate Columbus State University students, seeking to gain hand-on experience working with animals, participating in conservation projects, experience working at a nonprofit, and participating in outreach and education. Internships are open to any major. As an intern, you will get the opportunity to participate in many aspects of Oxbow Meadows and we hope to offer you a rewarding and productive experience.

Internship Timeframe:

- Fall semester September-November (11 total weeks)
- Spring semester February-April (11 total weeks)
- Summer, mid-May-July (11 total weeks)

General Requirements:

- Must have own transportation to and from Oxbow.
- Motivated and willing to take initiative and at times work independently.
- Good communication and follow-up skills.
- Willingness to work with children and people of all ages and backgrounds.
- Willingness to work in an outdoor setting.
- Must be available Tuesday-Saturday 8:30-4:30 (we do not have evening internship opportunities).
 - Will be scheduled to work weekends for outreach programs as they become available
- Minimum of 8 hours a week

Required Qualifications:

- Enrollment in Columbus State University, any major

Duties and Responsibilities:

- During the first 1-2 weeks you will
 - Shadow marketing staff on current projects
 - Discuss project options with Oxbow supervisor.
- During weeks 3-10, you will:
 - Continue to work on projects with Oxbow staff.
 - Work independently on projects such as:
 - Drafting brochures, flyers, information content.
 - Draft social media posts.
 - Create professional press releases for current Oxbow events.
 - Photograph current events and surrounding grounds for marketing.
 - Utilize software to edit photos, documents, and other files.
 - Organize and archive Oxbow's stored photos.
 - Contribute a writing to Oxbow's newsletter.
 - Participate in outreach events, representing Oxbow Meadows to the community.
- During week 11, you will:
 - Wrap up projects and give a presentation to the Oxbow staff and others about work completed.
- Additional responsibilities may include:
 - Assisting with simple administrative tasks at the front desk or other small center projects.
 - Attending an outreach event or leading an activity at one of Oxbow's large community events.

Physical Demands: Typical activities associated with this work setting include ability to lift up to 10 pounds, walking 1-2 miles, ability to move and hold various objects including live animals, frequent sitting, standing, walking, bending, stooping, kneeling, reaching, and repetitive fine motor skills.

Oxbow Meadows reserves the right to terminate this internship at any time, including the failure of the student to meet required expectations.

Start date and schedule are determined on an individual basis.