



Travis County Parks Foundation

Communications Internship - Available May 1, 2025

The Travis County Parks Foundation (TCPF) is a growing 501c3 organization with a mission to create a powerful community resource that increases awareness, engagement and community support for Travis County parks. Our vision is a network of extraordinary county parks that are well-known, easily experienced and loved.

We are seeking a Communications Intern with strong writing skills and knowledge of communications strategies, the digital media landscape and graphic design. The intern will work closely with the Executive Director to develop and administer marketing and communications campaigns. The position is available to undergraduate and graduate students, as well as recent graduates.

Responsibilities:

- Assist with the development of the organization's marketing and communications plan
- Assist with the development and execution of monthly communication campaigns
- Manage TCPF's social media accounts (Instagram, Facebook, X, LinkedIn) and grow presence
- Create metrics and evaluate effectiveness
- Help update the TCPF website
- Research and develop ways to improve engagement and site traffic
- Assist with drafting the monthly e-newsletter
- Promote events, online store, volunteer opportunities, service days, and other events
- Assist with the development of marketing materials in partnership with design firm
- Draft media releases as appropriate
- Communicate frequently with TCPF's Executive Director
- Represent TCPF at public events

Qualifications:

- Strong writing, editing and proofreading skills
- Familiarity with online marketing and digital strategies
- Ability to work independently and as part of a team
- Highly organized and able to manage multiple ongoing projects
- Preferably a marketing, communications, journalism or Public Relations major
- Experience with Craft CMS and Constant Contact a plus
- Graphic design experience and proficiency in Canva or similar
- Strong familiarity with multiple social media platforms (Instagram, Facebook, X, LinkedIn)
- Enthusiasm for the TCPF's mission

Start Date: Position open until filled, requires a minimum semester commitment with option to continue
Hours: 10 hours a week, including weekly virtual meetings and occasional weekend and evening events
Location: Must be based in Central Texas and willing to meet virtually and in-person
Stipend: \$1,500 paid in two installments, class credit is encouraged
To Apply: Please send a cover letter and resume to info@traviscountyparksfoundation.org. Thank you for your interest.