

Communications Internship: Fall 2026

Urban Green Council, a non-profit organization working to decarbonize buildings for healthy and resilient communities, has an excellent opportunity for a highly motivated and enthusiastic individual passionate about contributing to the growing green building movement.

The Communications Intern will assist with social media, graphic design, and web-based projects as part of Urban Green's external relations. Candidates should be able to take on multiple projects and work independently with flexibility, enthusiasm and good humor.

This is a remote or hybrid position. The Communications Intern will be expected to work 12 hours/week for 13 weeks, from September 13 to December 11 (start and end dates are flexible).

Key Responsibilities

- Assist with graphic design and video editing projects.
- Curate content for social media and the Urban Green website.
- Manage website and social media analytics and tracking.
- Work on special projects as required.
- Provide minor updates and maintenance to the Urban Green website as needed.

Required Qualifications/Skills

- Excellent attention to detail.
- Currently enrolled in a degree program (graduate or undergraduate). Communications, marketing, design and/or environmental field of study preferred.
- Experience working in Adobe Suite (InDesign, Photoshop, Illustrator, Premiere, etc.)
- Interest in green building and environmental issues.
- Exceptional communication and organizational skills.
- Proactive with a strong work ethic.
- Ability to work well both independently and as a member of a team.
- Ability to work on multiple projects.
- Motivated to learn and develop new skills.

Additional Skills (optional)

- Background in communications or marketing.
- Experience drafting and scheduling social media posts.

Compensation

Fall interns are expected to work 12 hours per week and are paid \$17/hour. All Urban Green interns are extended complimentary invitations to Urban Green educational programs and events. They will also receive a one-year Urban Green membership upon completion of their internship.

How To Apply

Please fill out this [application form](#). You may reach out to jobs@urbangreencouncil.org with any questions, but applications received by email will not be reviewed. During the application process before being offered the position with Urban Green

Diversity, Equity & Inclusion

Urban Green Council is proud to be an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. People from all diverse backgrounds are strongly encouraged to apply.

Organizational Values

- **Excellence:** We strive for innovative high-quality programs and ideas.
- **Inclusion:** The diverse voices and backgrounds of our employees, board of directors, members, and partners make us stronger.
- **Collaboration:** We believe consensus delivers better solutions and teamwork is essential to our success.
- **Engagement:** We promote a culture of performance, participation, and curiosity.