

AMERICAN SOCIETY OF ADAPTATION PROFESSIONALS

ASAP Communications and Outreach Intern

The American Society of Adaptation Professionals (ASAP) is seeking a Member Services and Communications Coordinator. ASAP is the nation's premier professional association for adaptation and resilience practitioners. The organization connects and supports climate adaptation professionals, while advancing innovation and excellence in the field of climate change adaptation. ASAP members build essential climate resilience for communities across the U.S., and ASAP is committed to ensuring that work is done equitably, ethically, and effectively.

This person will work to increase ASAP member engagement, and ensure quality and timely communications to members and other stakeholders. They will report to the ASAP Member Services and Communications Coordinator.

This is a six-month, temporary position with possibility of extension, located in Ypsilanti, MI. Remote work considered. Compensation hourly, \$15 - \$18/hour.

To apply: Send a cover letter and resume to careers@adaptpros.org

Responsibilities Include:

- Support the online community of ASAP members by: pushing relevant resources to members based on tagged interest, seeking out webinar and in-person education opportunities to share with members, and managing the online member discussion forum.
- Assist the Member Services and Communications Coordinator in organizing ASAP webinars, including: contacting presenters, distributing webinar announcements, coordinating with partners to connect resources to the webinar page, tracking webinar engagement, and providing IT support before and during webinars.
- Manage ASAP social media accounts to broaden the ASAP reach and connect with current and potential members.
- Assist with the development of climate adaptation products, including a review of best practices, needs, and resources across the adaptation field, *Consumer Reports on Innovation Climate Technology*, Model Requests for Proposals for local governments, and an Ethical Adaptation Check-list resource.
- Assist the Member Services and Communications Coordinator in creating content and designs for ASAP communications products, including: ASAP newsletter, event and webinar invitations, website content, social media content, press releases, and news articles.

Qualifications

- Design and oral and written communication skills
- Ability to work independently
- Proficiency with Adobe Creative Suite, G-Suite, and WordPress
- Experience managing social media accounts (experience with corporate social media tools, such as Tweet Deck/HootSuite and Google Analytics, preferred)
- Experience developing web content
- Interest in climate adaptation and social equity