



### Summary

The Communications and Development Team at Forest Trends is seeking a creative, strategic, and detail-oriented Communications and Development Intern for the summer of 2025. This **unpaid internship** is an excellent opportunity to gain meaningful, hands-on experience at a global, mission-driven nonprofit operating at the forefront of environmental finance and policy.

Forest Trends is a lean and agile organization, which means interns play a real role in advancing our work. You will have the chance to sharpen your professional skills while contributing to impactful projects that address some of the most urgent environmental and social challenges of our time. Whether you're analyzing data, supporting communications, contributing to research, or participating in meetings, you'll gain firsthand insight into how international environmental initiatives are shaped and implemented.

### About Forest Trends

Forest Trends is an international nonprofit organization focused on driving financial innovations that bring value to nature. We work through demonstration projects, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

### How to Apply

If you're excited to learn, collaborate, and make a real difference, we encourage you to apply by sending your **resume and letter describing why you are interested** in this opportunity to [cv@forest-trends.org](mailto:cv@forest-trends.org).

**Title:** Communications and Development Intern

**Team:** Communications and Strategic Outreach

**Reports to:** Senior Communications Manager

**Location:** Hybrid (1203 19<sup>th</sup> Street NW, Washington, DC 20036)

**Compensation:** This is an **unpaid internship**. Forest Trends will work with your school or university to help you obtain **academic credit**, if eligible.

**Eligibility:** This internship is open to **current students** enrolled in a college or university degree program. Please note that for candidates located in the US, work authorization is required.

**Hours per week:** Desired 20 hours per week, flexible

**To apply:** Submit your cover letter and letter of interest to [cv@forest-trends.org](mailto:cv@forest-trends.org)

**Position Summary:**

*The Communications and Development Intern will support the Forest Trends Communications and Development Team in producing compelling social media content, coordinating communications strategies across programs, tracking content performance, and assisting with donor stewardship and outreach efforts. This is a learning-focused internship offering hands-on experience in international environmental policy and communications.*

**Key Responsibilities:**

- Attends and takes notes at internal and partner meetings, including the weekly team meeting every Tuesday at 11 AM
- Drafts outreach and engagement materials (e.g., social media, one-pagers), including internal trainings for staff on social media best practices
- Assists in tracking of content performance and engagement analytics in support of outreach campaigns, fundraising, internal M&E function, and other efforts as needed
- Helps maintain Forest Trends' communication calendar and content pipeline via CoSchedule
- Other duties as assigned

**Desired Qualifications & Skills:**

- Strong writing, organizational, and communications skills
- Interest in nonprofit communications and development practices, with a passion for environmental issues and/or international development
- Attention to detail and ability to manage multiple tasks
- Proficiency with social media and Canva; experience with WordPress, Adobe Suite, and Mailchimp a plus, but not required
- A proactive attitude and eagerness to work in a small team setting

**Professional Development Opportunities:**

- Learn how to create compelling content across various physical and digital platforms for key programmatic findings
- Opportunities to attend webinars within the environmental space
- Mentorship and one-on-one support from Forest Trends staff