



National Alliance of Forest Owners

NATIONAL ALLIANCE OF FOREST OWNERS Communications and Government Relations Intern

About NAFO

The National Alliance of Forest Owners (NAFO) is the voice for private forest owners in Washington, DC. NAFO is a national advocacy organization focused on advancing federal policies that support the long-term economic, social and environmental benefits of sustainably managed privately-owned forests. NAFO member companies own and manage more than 45 million acres of private working forests – forests that are managed to provide a steady supply of timber. NAFO’s membership also includes state and national associations representing tens of millions of additional acres.

Position Summary

NAFO is seeking creative, dependable and highly motivated interns to assist in the administration of a sophisticated advocacy communications program. Based in Washington, DC and reporting to the Director of Communications, NAFO Interns will be responsible for helping to implement the day-to-day activity of NAFO’s communications and advocacy function. The ideal candidates will be natural communicators and creative problem solvers, interested in how to influence public policy, with a commitment to learning and growing within the internship experience.

What you will learn by doing (Responsibilities):

Strategy

- How to assist in the daily execution of NAFO’s communications strategy.
- How to creatively reach and engage highly targeted audiences.
- How to work collaboratively across members, industry, allies, partners, and vendors.
- Research that yields understanding of policy and the different advocacy tactics used by stakeholders.

Communications Program Administration

- How to monitor media and social media, identify opportunities and make actionable recommendations, and report on performance metrics.
- How to develop social media posts and website content, work through review and approvals, and assist in the daily management of NAFO’s website and social media program.
- About strategic media engagement by assisting with written media materials including pitches, briefing documents, statements, op-eds and letters to the editor.
- Generally supporting an office and other duties as assigned.

Advocacy Support

- How to assist in the development of messaging and materials for Hill advocacy, including fact sheets, briefing materials and visuals with the support of outside vendors.
- Strategies to prioritize work based on most pressing advocacy needs in an ever-changing policy environment.
- Ways to support the coordination of advocacy activities including Hill briefings and events, in close collaboration with the Government Relations team.

What you should already know (Preferred Skillset):

- First and foremost, NAFO Interns should have excellent written and oral communication skills with experience in social media and excellent computer skills, including Microsoft Office.
- Dependability, flexibility, and ability to maintain confidentiality.
- Openness to learning and growing within the internship experience.
- NOTE: Experience with the forestry sector is **not** required, but an interest in sustainable forestry and forest products is ideal.

Time Commitment: The ideal candidates will commit to a fulltime schedule Monday-Friday, with exception to coursework and other school requirements. There are Spring, Summer, and Fall sessions.

Session Deadlines: Spring Session – January 15 Summer Session – May 15 Fall Session – September 31

Compensation: Full time interns can earn up to \$2,400 per month.

Interested? Send your resume, a recent writing sample and a brief introductory email, with the subject line “NAFO Internship” to jobs@nafoalliance.org.