

## Kellogg Manor House Communicating Sustainable Practices Internship

W.K. Kellogg Biological Station (Hickory Corners, Michigan)  
**May 14 - August 2, 2019**

The objective of this 12-week professional Internship is to facilitate the messaging of sustainability efforts to members of the MSU community and the public at large. Intern will research and write content for a variety of media to include all social media used by the Manor House Events Office, the Conference Center and Manor House Web page, graphic distribution materials, and products used to support development and public outreach.

This Internship is unique because of its location at Michigan State University's W.K. Kellogg Biological Station in Hickory Corners, MI, where Interns have the chance spend a summer advancing in their field and learning about cutting-edge natural science.

The Intern will be evaluated on her or his progress throughout the Internship and will have weekly check-in meetings with their mentor.

The Intern will work approximately 20-30 hours each week at KBS while taking at least one MSU summer course at KBS. There may be occasional weekend and evening hours to assist with events. Work time will increase during the session the intern is not taking a KBS course.

*The Internship compensation package includes a \$2500 stipend and free room and board at KBS.*

Intern will document all the sustainable practices used at the Conference Center and KBS wide then translate this to appropriate formats for each type of media. Intern will highlight how Mr. Kellogg's vision of environmental stewardship affects standard operations throughout the Biological Station. The final products will be written and electronic describing sustainable practices for our students, corporate & educational conference planners, members of the public and KBS staff. This internship supports KBS strategic goals to inform the public.

You may also assist with the coordination and execution of events and programs held at the Kellogg manor House and estate during the summer.

### **The ideal candidate for this Internship should have:**

- A knowledge of sustainable practices in commercial organizations
- Excellent writing skills
- Familiarity with social media strategies and platforms
- Knowledge of WordPress and Graphic Design helpful
- Ability to work with a diverse group of individuals
- Ability to multitask and take direction; a self-starter
- Should be comfortable speaking with corporation and business leaders
- Have a valid Driver's License

Please email Nicole Kokx ([blanch46@kbs.msu.edu](mailto:blanch46@kbs.msu.edu)) with questions about this Internship, or email KBS Academic Programs ([KBSSummer@kbs.msu.edu](mailto:KBSSummer@kbs.msu.edu)) with questions about the KBS Internship program.