



Outdoor Recreation Council of Appalachia (ORCA)

Communications Intern Position Description

Ohio University Community Work Study

Position Overview: ORCA is seeking a Communications Intern to assist with website and social media management, general communications, flyer and print publication design, taking meeting minutes, visitor interactions and assistance, merchandise sales management, philanthropy, and photo and video promotions. Additional duties may include research and writing, merchandise sales, event planning, trail promotion, creating and/or managing fundraising campaigns, trail maintenance, and attending meetings with community members and regional stakeholders. The intern will work alongside ORCA's team and partners like the Wayne National Forest and other regional stakeholder organizations. The Communications Intern will report to ORCA's Director of Sustainable Recreation and other staff/partners as instructed.

About ORCA: The Outdoor Recreation Council of Appalachia (ORCA) was established in 2019 to utilize Appalachian Ohio's plentiful outdoor recreation assets, to diversify the regional economy, and to provide social, environmental, and health benefits for Ohioans. ORCA is managing the development and operations of the world-class Baileys Trail System, in partnership with the Wayne National Forest and Athens Bicycle Club. For more information visit the Baileys Trail System website:

<https://baileystrailsystem.org/about/>

Qualifications: This position requires the ability to work independently and within a team setting, oftentimes managing multiple tasks at once. Excellent verbal and written communication skills and the ability to work with volunteers, the general public, and youth is required. The intern should be prepared for work in an office setting as well as outdoors in a variety of conditions (heat, cold, insects, etc.). The intern should be comfortable learning about and using trail tools and hiking extended distances over rough terrain. Ability to ride a mountain bike and familiarity with mountain biking is preferred. The intern must have reliable transportation and a valid driver's license, as well as the ability to work occasional evenings and weekends. The intern must have access to a personal laptop computer. Work will be in-person at ORCA's office at 23 Main Street, Chauncey, Ohio 45719, remote, and throughout the Baileys Trail System as needed.

ORCA will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. ORCA makes this program available to all without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability, political affiliation and religion.

ORCA's values, which guide our work are: community, quality of life, sustainability, innovation, inclusivity, and shared stewardship.