Can Manufacturers Institute  
Position Description  
Sustainability Communications Intern  
Spring 2020

Overview  
The Can Manufacturers Institute (CMI) seeks a part-time, student intern interested in sustainability communications that will report directly to the Vice President of Marketing and Communications and the Vice President of Sustainability working on a variety of high-profile initiatives, including an integrated sustainability program for the beverage and food can. CMI is the national trade association of the metal can manufacturing industry and its suppliers in the United States.

Relevant Work Experience:  
Some work experience, ideally at a communications agency or in a sustainability program is desired, but it is not required.

General Skills and Educational Background  
Candidate must be seeking a degree in a relevant field and demonstrate excellent verbal, written and interpersonal skills (taking part in a research and writing exercise may be requested). In addition, candidate must be fully proficient with the Office Suite (PowerPoint, Word and Excel), as he/she will be expected to craft presentations, briefing documents and maintain accurate spreadsheets.

Job Specifics  
- **Location.** This internship is located at the national headquarters of the Can Manufacturers Institute in the Dupont Circle area of Washington, DC. Not all internship hours need to be done on-site.
- **Start date.** Candidate should be available to start in January 2020.
- **Hours per week.** An average of 10-15 hours per week.
- **Compensation.** This is a paid internship.

Responsibilities  
Below is a list of some of the job responsibilities:

1) **Sustainability Program Implementation:** Contribute to the planning, management and coordination of key activities in the Beverage Can Sustainability Program and the Food Can Sustainability Program.
2) **Research:** Conduct research audit and/or conduct new research that will inform sustainability program strategy, messages and tactics; perform research to support articles and presentations.
3) **Issues Management:** Create and/or update key talking points and response plans for members on hot topics in sustainability.
4) News Monitoring: Record media clips and monitor the news for the latest in key sustainability topics for the can industry
5) Social Media: Help manage the strategic direction of CMI’s social media accounts and maintain brand consistency across all platforms.
6) Website: Help ensure the CMI website (www.cancentral.com) and CMI microsites are accurate and updated in a timely manner. Experience utilizing a CMS (specifically Drupal) is preferable.
7) Communication: Draft articles, news releases, statements and other communications pieces as appropriate.
8) Member Communications: Help edit, layout and distribute biweekly member newsletter monthly reports, and other member communications as needed.
9) PowerPoint Creation: Assist CMI staff in creating engaging, effective PowerPoint presentations for CMI members and for conferences.

How to Apply
Interested applicants should send a resume to Scott Breen, VP of Sustainability, at sbreen@cancentral.com. Additional requests may be made of applicants as part of the search process, but a resume is all that is needed initially to apply. Please apply as soon as possible. The position will be filled on a rolling basis.