



## Position Description

### Events & Engagement Intern

The Buzzards Bay Coalition seeks a highly organized, energetic, and enthusiastic individual to serve as our Events & Engagement Intern. This internship will support Advancement staff with the planning and execution of the Coalition's signature events, as well as community engagement activities that build supporters for the Coalition's mission and assisting with various administrative tasks. This position will require 40 hours per week for 10 weeks, including nights and weekends as needed, at a rate of \$15 per hour. The position is based at the Coalition's Administrative Headquarters in New Bedford's Waterfront Historic District.

The internship is a hands-on position that demands an energetic, dependable candidate who possesses high attention to detail, excellent written and verbal communication skills, and an ability to manage multiple priorities at the same time. In return, the organization offers a great working environment; the opportunity to contribute to the success of a dynamic organization that has a direct impact on the future of our regional environment; and an outstanding experience on the shores of Buzzards Bay – all one hour from Boston and half an hour from each Providence and Cape Cod.

*Buzzards Bay Coalition is proud to be an Equal Opportunity employer. All qualified persons are encouraged to apply and will be considered without regard to race, national origin, gender, gender identity or expression, sexual orientation, disability, age, religion, or veteran status.*

#### BACKGROUND

Founded in 1987, the Buzzards Bay Coalition is a nonprofit, membership organization dedicated to the restoration, protection and sustainable use and enjoyment of our irreplaceable Bay and its watershed. The Coalition works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. The Coalition works throughout the entire Buzzards Bay Watershed and on Vineyard Sound to protect the region's coastal, river and drinking water quality and the forests, wetlands and streams that support a healthy coastal watershed ecosystem.

We are a \$4.7 million/year organization staffed by a team of 32 conservation professionals (and growing), aided by hundreds of volunteers, and supported by over 12,000 members.

## ROLES & RESPONSIBILITIES

### **Coalition Signature Events**

- Assist with the planning, implementation and logistics for the Coalition's three signature outdoor fundraising events: SWIM, RUN, and RIDE, including the following:
  - Creating recruitment strategies to attract new participants.
  - Building and sending communications to participants, sponsors, vendors and volunteers.
  - Marketing the events to the Buzzards Bay community.
  - Designing event collateral and signage.
  - Facilitating pre-event and day-of logistics with Event Associate and Volunteer Coordinator.

### **Community Outreach Events**

- Assist in preparation, setup, breakdown and execution of community events that support volunteer recruitment, membership growth, and overall engagement with the Coalition's mission. Responsibilities include:
  - Researching community events throughout Buzzards Bay.
  - Design activities to increase public engagement, tailored to specific events
  - Creating strategies to convert event interactions into memberships and engagement.
  - Attending events and engaging participants in the Coalition's mission and activities.
  - Assisting in post-event follow up to increase member retention.
  - Generate content for the Coalition's social media channels.

### **Administrative**

- Providing support for direct mailing campaigns and other Development needs.
- Other duties related to Advancement Department administration as assigned.

## PROFESSIONAL AND PERSONAL QUALIFICATIONS

- Has an interest in event planning, marketing, and/or nonprofit management.
- Dependable, with a high-level of responsibility, organization, attention to detail, and ability to manage multiple priorities at the same time.
- Enthusiastic, outward facing team players with a positive "can do" attitude and ability to inspire others.
- Strong computer skills including Microsoft Office (Word, Excel, and PowerPoint)
- Knowledge of Buzzards Bay, southeastern Massachusetts and an enthusiastic commitment to the conservation mission of the Buzzards Bay Coalition.

## PHYSICAL REQUIREMENTS

This position will work in an office setting, but at times will require physical labor. During events, an intern must be able to work outside, in some cases during inclement weather, for extended hours at a time. Candidates should also be comfortable lifting at least 30 lbs and physically be able to assist in packing, loading, moving and unloading trucks containing event equipment.