



Position Description

Events & Community Engagement Intern

The Buzzards Bay Coalition seeks a highly-organized, energetic, and enthusiastic individual to serve as our Events & Community 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 20 hours per week, including nights and weekends as needed, and is based at the Coalition's Administrative Headquarters in New Bedford's Waterfront Historic District. This position is for academic credit only.

The internship is a hands-on position that demands an energetic, dependable candidate who possess 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 23 conservation professionals (and growing), aided by hundreds of volunteers, and supported by 11,000 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 Manager and Volunteer Coordinator.
 - Generating content for the Coalition's social media channels.

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.
- Assisting in content creation and development for Coalition social media channels.
- 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, 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.