Administrative and Operations Intern

Job Description

**Overview:**

**Save the Harbor is a dynamic and successful non-profit, public interest Boston Harbor advocacy organization made up of thousands of citizens as well as civic, corporate, cultural and community leaders and scientists.**  Save the Harbor led the effort to create the Boston Harbor Islands National Park and transformed South Boston’s beaches into the cleanest urban beaches in America. None of this would be possible without dedicated community members, partners, full time staff, and interns. We are seeking interns who are passionate about conservation, environmental advocacy, nonprofit management, and community programming.

Save the Harbor/Save the Bay is seeking an Operations Intern to assist with the office's daily logistics and operations. This position is for high energy and self-motivated individual with an interest in nonprofit management, business administration, and environmental planning. Under the direction of the Executive Director and Office and Outreach Coordinator, the Operations Intern will play a key role in the daily success of the organization.

**Responsibilities:**

Important responsibilities and duties may include, but are not limited to, the following:

* Monitoring external events relevant to Save the Harbor’s mission and representing Save the Harbor at events when appropriate.
* Finance-related duties and responsibilities that include receiving invoices and requesting purchase orders.
* Attending and supporting Save the Harbor/Save the Bay events.
* Event planning and implementation.
* Answering phones and providing general organization information.
* Data entry; maintaining records in the database for events, appeals, foundation, individual and miscellaneous supporters to Save the Harbor/Save the Bay.
* Managing office inventory and assisting with ordering.
* Helping to maintain a positive and upbeat office culture.
* Other administrative duties as assigned.

Skills & Knowledge Desired - Minimum Entrance Requirements:

* Attention to detail and accuracy
* Excellent writing and communications skills
* Computer skills include Microsoft Word and Excel
* Interest in non-profit organizations and the mission of Save the Harbor/Save the Bay
* Science background is not required, though an interest in science as it relates to the Boston Harbor and water quality is a must
* Dependability and flexibility
* Ability to exercise good judgment and work on multiple projects simultaneously, while maintaining attention to detail required.
* Proficiency in Spanish, Haitian Creole, Mandarin and/or Cape Verdean Creole preferred, but not required.

Work Environment & Physical Demands

Essential functions are performed in both office and community-based settings. Position requires some travel to attend events and programming. Willingness to work irregular (some evenings) hours required.

Terms

* Part-time year-round opportunity based on work performance.
* Start Date: January 2020
* Hours: at least 20 hours per week
* Some weekends may be required

Save the Harbor/Save the Bay expects interns to commit at least 20 hours per week to the organization, with occasional evening and/or weekend events. We are flexible on scheduling around classes and other such obligations.

Compensation

Save the Harbor/Save the Bay does not provide stipends for internships but will work closely with students to see that the internship meets credit requirements. You need not be a student to apply.

How to Apply

Please email resume and cover letter to smith@savetheharbor.org with Administrative and Operational Intern in the subject line. We strongly encourage applications from people of color, women, and LGBTQ individuals.