Communication and Outreach 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 a Communication and Outreach Intern to assist with the office's communications plans. This position is for high energy and self-motivated individual with an interest in communications, social media, community engagement, and marketing. Under the direction of the Executive Director and Office and Outreach Coordinator, the Operations Intern will support the daily communications for the office.

**Responsibilities:**

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

* Support the Save the Harbor/Save the Bay by writing and developing content for marketing and advertising.
* Keep up to date with local news trends relative to Save the Harbor/Save the Bay mission and share with Office and Outreach Coordinator.
* Assist with drafting media advisories, press releases, and responses to press inquiries.
* Draft website, blog, and newsletter content.
* Create social media campaigns & toolkits.
* Conduct community outreach at schools, community events, youth serving agencies, local businesses, and city wide.
* Researching and developing outreach databases.
* Review social media stats and create plans to increase follower's engagement and online presence.
* Taking photos and producing multimedia projects for Save the Harbor events and programs to be published on Save the Harbor’s website and social media channels.
* Attending and supporting Save the Harbor/Save the Bay events.
* Monitoring external events relevant to Save the Harbor’s mission and representing Save the Harbor at events when appropriate.

Skills & Knowledge Desired - Minimum Entrance Requirements:

* Experience with social media and familiarity with traditional media
* Excellent interpersonal, writing and verbal skills required
* Attention to detail and accuracy
* 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](mailto:smith@savetheharbor.org) with Communication and Outreach Intern in the subject line. We strongly encourage applications from people of color, women, and LGBTQ individuals.