Event Planning and Programming 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 Event Planning and Programs Intern to assist with the office's four community programs: All Access Boston Harbor, Boston Harbor Explorers, Better Beaches, and Share the Harbor. This position is for high energy and self-motivated individual with an interest in youth programming, community engagement, and program development. Under the direction of the Youth Program Director, the Program Intern will support the preparation, planning outreach, and daily operations that goes into spring and summer programming.

**Responsibilities:**

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

* Prospecting and outreach to potential youth programming partners
* Making confirmation calls to partners scheduled to participate in events
* Collaborating with program and communications staff to collect and disseminate youth staffers’ photos, videos, and blog posts
* Developing STEAM-based environmental education curriculum lesson plans.
* Attending beach events to assist with execution, including running educational stations for youth, managing locational logistics, and/or assisting with communications objectives
* Answering phones and providing general organization information.
* Help plan and promote the annual Harpoon Shamrock Splash.
* Help plan and run our annual corporate gala, Destination Boston Harbor, which brings together over 400 of Boston’s corporate, civic, and community leaders in support of Save the Harbor/Save the Bay’s programs and mission.
* Outreach to local businesses and development of auction packages.
* Assistance in creation and distribution of event materials and day of event operations.
* Attending and supporting Save the Harbor/Save the Bay events.

Skills & Knowledge Desired - Minimum Entrance Requirements:

* 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 Event Planning and Programming Intern in the subject line. We strongly encourage applications from people of color, women, and LGBTQ individuals.