



Position Available
Communications & Marketing Intern
New Bedford, MA
Seasonal – Summer 2019

Background

The Buzzards Bay Coalition Inc. is a private, non-profit membership organization founded in 1987 and dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its 432 square mile watershed. The organization works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. We are supported by over 9,500 members in southeastern Massachusetts, Cape Cod and beyond. The Coalition has its headquarters in the Buzzards Bay Center in New Bedford's Waterfront Historic District, its Science & Field Operations Center in Marion, MA, and seasonal offices in Woods Hole and Westport, MA.

Position Description

The Communications & Marketing Intern will assist the Coalition's Engagement team in creating engaging written and multimedia content for the organization's website, social media accounts, and print publications. The intern will play an important role in helping the Coalition to promote our work and to grow Discover Buzzards Bay, our directory of places to go and things to do around Buzzards Bay, which seeks to get people outside and engaged with their environment.

The ideal candidate for this position is organized and self-motivated, and has excellent writing abilities, an interest in social media, and a passion for the environment and the outdoors.

Responsibilities will include:

- Promoting community engagement events on the Coalition website
- Promoting events and other Coalition activities via social media
- Creating promotional material, such as flyers and brochures
- Writing for the Discover Buzzards Bay website
- Writing news stories and press releases
- Other writing, research, and multimedia projects based on interests

This position will be based primarily out of our New Bedford office, with the opportunity to travel locally for events and to gather site information. As such, candidates with a driver's license and vehicle are preferred.

Qualifications

- Incoming high school senior or higher education required
- Excellent writing skills
- Must be personable, self-motivated, and work both independently and as part of a team
- Computer skills: Microsoft Office, Google Docs, and web research
- Social media experience (Facebook, Instagram, and Twitter) preferred
- Interest or experience in photography a plus
- Wordpress experience, or other website platform experience, a plus

Benefits

- Gain valuable work experience, build your resume, and explore a potential career path
- Potential to train in new technical skills, including photography, website management, Adobe Photoshop, and Adobe InDesign
- Grow your network and build connections
- Gain college or community service credit
- Secure letters of recommendation for future positions and/or graduate school

Work Week and Compensation

This is a part time, temporary, unpaid position, commencing on or after May 6, 2019. The schedule is expected to be approximately 20 hours per week through the end of the summer, with flexible hours and end date. The position reports to Claudia Geib, Discover Buzzards Bay Editor.

Regular timesheets must be maintained and submitted to the Supervisor every week detailing hours worked and the types of activities performed. No health insurance or other benefits are available.

To Apply

Please send a resume with references, cover letter, and 1-2 writing samples via email, to:

Claudia Geib
geib@savebuzzardsbay.org

The Buzzards Bay Coalition is an equal opportunity employer and actively seeks a diverse pool of candidates in this search.