



## Position Description

### Events Intern

The Buzzards Bay Coalition is seeking a highly organized and enthusiastic individual to join our Public Engagement Team as an Events Intern. This part-time term position will play a key role in planning, executing, and providing administrative support for the Coalition's signature events, SWIM, RUN, and RIDE, as well as other Public Engagement initiatives. This position requires 8 hours per week for 26 weeks, with additional hours during peak event periods, including evenings and weekends as needed. The hourly rate is \$17. The position is based at the Coalition's Administrative Headquarters in New Bedford's Waterfront Historic District and will report to the Events Manager.

This internship is a hands-on position that demands an energetic, dependable candidate who possesses 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 and the opportunity to contribute to the success of a dynamic organization that has a direct impact on the future of our regional environment.

*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.*

#### **About the Buzzards Bay Coalition**

The Buzzards Bay Coalition is a nonprofit organization dedicated to the restoration, protection and sustainable use and enjoyment of our irreplaceable Bay and its watershed. 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.

#### ROLES & RESPONSIBILITIES

##### **Coalition Signature Events**

The Event Intern will assist with the planning, execution, and logistics of the Coalition's three signature outdoor fundraising events: SWIM, RUN, and RIDE. Responsibilities include:

- **Participant Engagement & Recruitment:**
  - Assisting with recruitment strategies to attract new participants.
  - Maintaining participant databases, ensuring accurate and up-to-date information.
  - Responding to inquiries from participants, sponsors, and the public.
  
- **Communications & Marketing:**
  - Drafting and sending communications to participants, sponsors, vendors, and volunteers.
  - Supporting direct mailing campaigns, phone outreach, and other communication needs.
  
- **Logistics & Event Coordination:**
  - Coordinating with vendors, sponsors, and volunteers to ensure smooth event execution.
  - Supporting pre-event planning, including securing permits, managing supplies, and picking up and delivering packages.
  - Assisting with the design and production of event signage.
  - Helping with pre-event setup, day-of logistics, and post-event breakdown.
  
- **Administrative & Data Management:**
  - Tracking event-related expenses and creating and sending invoices as needed.
  - Compiling event reports and assisting with post-event evaluations.
  - Assisting with donor and sponsorship recognition efforts.

#### 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 Word, Excel, and Canva.
- Knowledge of Buzzards Bay, southeastern Massachusetts and an enthusiastic commitment to the conservation mission of the Buzzards Bay Coalition.
- Has reliable transportation and will be reimbursed for mileage beyond normal commuting in accordance with IRS regulations.

#### PHYSICAL REQUIREMENTS

This position will work in an office setting, but at times will require physical labor. During

events, an 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.

To apply, email your resume and a statement of interest to Kate Reilly, Events Manager, at [reilly@savebuzzardsbay.org](mailto:reilly@savebuzzardsbay.org)