



## **DEVELOPMENT INTERN (PART TIME)**

### **Clean Ocean Action**

**Summer 2014**

**Sandy Hook, NJ**

The **Development Intern** with Clean Ocean Action (COA) is an exciting opportunity for a student to assist with development and fundraising needs, as well as assist with general office management. The internship provides demonstrable, hands-on experience with all activities of the development office and event planning during COA's 30<sup>th</sup> Anniversary year. The Development and Management departments of COA enable other staff to address issues and programs related to the environmental impacts of pollution in marine waters.

Specifically, the intern will assist with:

- Events, including 30<sup>th</sup> Anniversary and other fundraising events, such as a stand-up paddle contest (SUP) and concerts.
- Assist with day-to-day operations of the Development Department.
- Data entry and organization in COA's fundraising database software.
- Day-to-day operations of general office management.

The Development Internship is a part time position of approximately 15 hours per week and is located at Gateway National Recreation Area – Sandy Hook Unit. No housing or transportation is provided. General office hours are 9am to 5pm, Monday thru Friday; hours for this internship are flexible and can be arranged upon hire. Business casual attire is appropriate for the office. Monthly stipend and travel expenses (excluding commuting) are paid. College credit (arranged by the student with the university/college) is available. Start date is as early in May as possible and end date is as late in August as possible.

Interested applicants should demonstrate enthusiasm and basic knowledge of environmental issues, organizational and communication skills, creativity, and willingness to work hard. Applications will be accepted until position is filled. **To apply, send a cover letter, resume, writing sample, and a list of 3 references with affiliations and contact information to: [business@cleanoceanaction.org](mailto:business@cleanoceanaction.org) with 'Development Internship' in the subject line.**

#### **About COA:**

Clean Ocean Action is a non-profit 501(c)3 organization dedicated to protecting marine water quality in the New York Bight (waters between Montauk Point, NY and Cape May, NJ, and to the continental shelf). COA is a broad-based coalition of over 135 active boating, business, community, conservation, diving, environmental, fishing, religious, service, student, surfing, and women's groups. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA, call the Sandy Hook office at 732-872-0111 or visit [www.cleanoceanaction.org](http://www.cleanoceanaction.org).