



NON-PROFIT MANAGEMENT INTERNSHIP

2017 Job Description

The **Non-Profit Management Intern** with Clean Ocean Action (COA) will experience non-profit operations, including assistance with development and fundraising needs, as well as assistance with general office management. The internship provides demonstrable, hands-on experience with all activities of the development office and event planning. The development and management departments enable other staff to address issues and programs related to the environmental impacts of pollution in marine waters.

Specific Responsibilities

- Collaborate and assist with events, including a large fundraising benefit, and other fundraising events, such as *Shore Paddle*, a stand-up paddle contest (SUP); *Sandy Paws*, a beach dog walk, and smaller events. This includes, but is not limited to, assisting with drafting promotional materials, acquiring in-kind sponsorships and participants, and working with COA supporters.
- Collaborate and assist with a large fundraising campaign for businesses throughout the Jersey Shore, including small events and research.
- Assist with day-to-day operations of the Development and Events Department.
- Data entry in COA's donor database software, as well as generation of acknowledgements.
- Support COA's corporate partnerships with the Corporate Beach Sweeps Program, including attending events and researching new partners.
- Assist with day-to-day operations of general office management.

General Program Coordination

- Maintain focus and message on pollution prevention
- Stay conversant and current on COA priorities and programs
- Update relevant COA materials, fact sheets, and write monthly newsletter articles
- Attend some events and meetings on evenings or weekends

Preferred Skills and Experience

- Social media platforms
- Adobe Creative Cloud (Illustrator, In-design, and Photoshop)
- Proficient in or willingness to learn WordPress

The summer internship is a full-time position and is located at COA's office within the Gateway National Recreation Area—Sandy Hook, NJ. **It is essential to the success of the program and the overall internship that the applicant lives within close proximity to the office.** No housing or transportation is provided. Office hours are 9am to 5pm, Monday – Friday. Business casual attire is expected and can vary depending on activities. 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, capability to work with a team, 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 with "Nonprofit Management Internship" as 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 (those waters between Montauk Point, NY, and Cape May, NJ, and to the continental shelf). COA is a broad-based coalition of over 115 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 visit www.cleanoceanaction.org.