Harbor WildWatch

Marketing, Communications, and Development Internship

Position Description & Qualifications

**Supervisor:** Communications Specialist & Executive Director

**Session:** Fall-Summer Quarters; Flexible depending on class schedule

**Duration:** 5 - 15 hours per Week

**Compensation:** Unpaid internship

**Position Description:**
The Harbor WildWatch Internship Program is designed to train future environmental communicators, marketers, and development professionals in the Puget Sound region. Interns will have the opportunity to learn public relations, development, and communication skills in an environmental education nonprofit setting. Individuals who complete the internship experience will gain valuable skills and confidence in delivering educational messages to a wide audience. This is a part time, unpaid internship position with the opportunity work from home, and selected individuals work under the close supervision of paid staff members.

The ideal candidate has (or is pursuing) a background in business, marketing, communications and is passionate about the marine environment. This individual must be skilled in organization, possess strong interpersonal skills, and thrive in a collaborative working environment. This person will serve as a resource and inspiration to HWW students, volunteers, teachers, and parents.

**About Harbor WildWatch:**
HWW is a nonprofit 501 (c) (3) environmental educational organization based in Gig Harbor, Washington. Our mission is to inspire stewardship for the Puget Sound by providing learning opportunities about the environment to the people of our local community. We accomplish this by providing over 600 environmental education programs annually through interpretive beach and pier events for the public, classroom science workshops for elementary and middle school students, and a marine enrichment experience for local children and their parents. Our motto is *Learn. Have Fun.*

**Candidate Requirements**
- Passion for the Puget Sound marine environment
- In pursuit or recent graduate with degree in communications, marketing, business, journalism, biology, environmental science, or a related field
- Proficient in Microsoft Office products including Word, Excel, and PowerPoint
- Working knowledge of social media
- Strong written skills, particularly for communication and public relations materials
- Ability to communicate well with adults and children
- Demonstrate leadership and time management skills
- Reliable, adaptable, and have a good sense of humor
- Possess a valid driver’s license and pass a background check

**Candidate Preferences**
- Experience with design projects in Adobe Suite programs, particularly Adobe InDesign
- Proficient on a Mac-based platform
Harbor WildWatch Intern – Objectives & Opportunities

The Intern will provide the public with information about the Puget Sound marine environment through marketing and communication opportunities. This includes press releases, newsletters, calendar postings, email campaigns, social media and in-person outreach at events and programs, and opportunities for visual communication through photography and design (such as event photography and advertising design). Other tasks may include membership and fundraising development (including assistance with grant research). The goal of each HWW intern is to gain professional experience in environmental education and valuable skills that will improve future employment opportunities.

Intern Objectives:
A. Train 5-15 hours per week with HWW staff
B. Increase personal knowledge and understanding of Puget Sound marine environment
C. Learn to deliver clear and concise environmental education messages to a wide audience
D. Complete a culminating project over the course of the internship (may be applied for school credit)

Learning Opportunities:
• Assist in design and content of quarterly newsletter in InDesign
• Generate press releases for programs and events
• Assist and contribute to social media posts across Facebook and Instagram
• Assist with event calendar postings online and outreach data input
• Assist with membership processing
• Assist in outreach during programs at local docks, beaches & parks
• Potential for assistance with other design and photography projects, dependent on experience
• Learn to work in a collaborative and dynamic environment
• Learn basic grant writing and fundraising techniques
• Learn basic office skills through various administrative projects
• Learn basic marketing strategies, including print/online advertising and social media

To Apply:
1. Complete the Internship Application Form. Can be obtained from http://www.harborwildwatch.org/programs/youth-programs/internships/
2. Include a cover letter or 1-3 minute video that describes your expectations of an internship experience along with your personal goals and objectives
3. Include a detailed resume

E-mail all required information to our Communications Specialist, Carly Vester carly@harborwildwatch.org