



2019 SUMMER EVENTS INTERNSHIP

The Island Institute, a nonprofit organization based in Rockland, Maine, seeks a motivated, self-starting college or masters-degree student for an unpaid summer internship designed to promote hands-on learning in a professional, collegial atmosphere. The intern will receive guidance and support from a staff advisor as well as from a team of talented professionals who are passionate about the Maine coast and island communities.

Position Summary

The 2019 Summer Events internship will focus on the successful planning and implementation of the Institute's popular Summer Lecture Series, a free five-week series that features authors, artists, and experts sharing insights into life on the Maine coast, as well as their perspectives, reflections, and insights on everything from art and aquaculture to modern-day challenges and connections.

The anticipated weekly schedule is approximately 10 to 15 hours and the duration of the internship is from mid-June through early August. The intern will be expected to work at the Island Institute on the Wednesdays when the lecture series is being held; other work can be done remotely if needed. The intern will be supervised by Hannah Barrows, the development officer in charge of the series.

Anticipated Learning Outcomes

- Experience in planning and executing successful mission-driven community events
- Experience in marketing, social media and donor engagement
- Increased knowledge of collaboration and professional teamwork in a nonprofit setting

Essential Responsibilities

- Work with the Events team to plan and staff events
- Assist with setting up and breaking down of events
- Assist with coordination of invitations, outreach, marketing, and promotion online
- Assist with event follow-up, including email and hand-written notes
- Collate attendee information
- Take photos and post on social media

Desired Qualifications

- Excellent interpersonal skills and the ability to engage with community members
- Initiative and enthusiasm
- Attention to detail
- Some experience or knowledge of communications, event planning, fundraising, or other related skills is ideal, but not required
- Photography skills are also ideal, but not required

Direction and Support for Internship

- An orientation to the Island Institute's mission and programs and the opportunity to participate in staff discussions

- Regularly scheduled meetings with the Events Team coordinator and the Events team, and the PR/Communications team
- Opportunities for constructive feedback on the internship through a two-way evaluation process
- Experience working in a highly collegial and collaborative work environment

How to Apply

Please submit a cover letter, current résumé, and the names and contact information of at least two academic and/or professional references via the link below.

The internship placement will remain open until filled, but preference will be given to applications received by Friday, April 19, 2019. Please contact Nancy McLeod Carter at ncarter@islandinstitute.org or 207-594-9209 x133 if you have questions prior to submitting your online application [here](#).

For more information about the Island Institute and our work, please visit our website [here](#).