The Island Institute, a nonprofit community development organization based in Rockland, Maine, seeks a motivated, self-starting college or master’s degree student for an unpaid summer internship designed to promote hands-on learning in a professional, collegial environment. 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 its year-round island communities.

**Position Summary**
The Island Institute’s Media team is currently working on a re-design of the Institute’s existing website and transitioning content to an improved platform. For a student interested in web design, content management, photo editing/archiving, and writing digital content, this internship will provide significant opportunities to gain valuable experience and hone career development skills. Specific projects will include:

- Porting over existing web pages and content to the new site
- Writing page descriptions
- Tagging for SEO
- Helping to identify, process, and archive photography for the web

**Duration and Schedule**
This internship runs from approximately June 1 to August 7, based on the student’s availability. The anticipated weekly schedule is approximately 20-30 hours per week for up to 10 weeks. The intern will work primarily in the Island Institute’s Rockland office, with limited opportunity to work remotely.

**Desired Qualifications**
- Academic experience in media studies, communications, or marketing
- Knowledge of WordPress platform
- Experience with photo processing and archiving
- Strong verbal and written communication skills
- Detail oriented
- Experience with digital asset production and/or content management systems (CMS) a plus
- Office 365 (or similar) - Word, Excel, PowerPoint

**Anticipated Learning Outcomes**
- Professional experience building web content and technical expertise in digital asset management
- The opportunity to build written communication skills and storytelling expertise in a nonprofit environment
The ability to learn about the Island Institute, its publishing and programmatic work, and local community development efforts in Maine’s island and coastal communities

Workplace skills development and learning opportunities through cross-collaboration with the Institute’s Media team

**Direction and Support for the Internship**

Media team staff will train the intern in WordPress content production and photo processing, and will work alongside the intern in a team production environment. Initial trainings will be followed by regularly scheduled check-ins with supervisors and clear content assignments.

**How to Apply**

The internship placement will remain open until filled, but preference will be given to applications received by Friday, April 24, 2020. We are accepting only online applications here.

IMPORTANT: Due to the COVID-19 pandemic, all internships will be under review to ensure that we can provide a safe environment for students and staff during the summer months. Please complete your application and we will inform you of any changes or cancellations.

If you have questions prior to submitting your online application, you are welcome to reach out to Nancy McLeod Carter at ncarter@islandinstitute.org or 207-594-9209 x133.

For more information about the Island Institute and our work, please visit our website here.