



Alliance to Protect Nantucket Sound
Event Planning and Communications Intern
May - August 2020

Overview

The Alliance to Protect Nantucket Sound (Save Our Sound) is seeking an intern to assist with fundraising events, development activities, community education initiatives, and social media. This is a full-time paid position, which may include some weekend work and need for flexible hours. The Alliance is a nonprofit based in Hyannis, MA dedicated to securing permanent protection for Nantucket Sound, the unique body of water located between Cape Cod, Martha's Vineyard, and Nantucket.

Qualifications

- Excellent organizational and time management skills.
- Ability to balance multiple projects at once.
- Strong written and verbal communications.
- Independent worker with an enthusiasm for interacting with the community – an outgoing and energetic personality would be a great fit.
- Experience with social media and marketing.
- Proficiency or interest in learning about InDesign and other marketing tools a plus.
- Interest in conservation, public policy or the nonprofit sector a plus.

Responsibilities

- Event planning assistance: outreach and publicity, preparation of marketing materials, operations support, and day-of event assistance such as set up, guest check-in, donation receipt, break down, interaction with attendees, and additional tasks as needed.
- Post-event follow-up with stakeholders.
- Development support: donor outreach and additional tasks as required.
- Support with social media.
- Creation and distribution of marketing materials.
- Research using online resources and relevant publications.

Application information

Please email your resume and a letter detailing your interest to Helaine Goudreau, Manager of Development and Communications: helaine@saveoursound.org.