



Henry Beetle Hough (HBH) Intern 2024

About us:

We are a local land trust dedicated to conserving the natural, beautiful and rural character of the Island of Martha's Vineyard for present and future generations. Our staff cares for natural habitats including miles of beaches, acres of forest, and numerous rare species habitats. As an accredited land trust, we manage over 2,401 acres of fee owned land and an additional 986 acres under conservation restriction across the island. Our staff is responsible for planning and maintaining trails, caring for the land, restoring habitats, supervising public use, providing outdoor education and leasing land to local farmers. Our staff works together as a team to make sure our lands are providing ways for people to safely enjoy and connect with nature while ensuring preservation of the flora and fauna. Sheriff's Meadow Foundation is committed to diversity, equity, and inclusion in our hiring practices. To learn more about who we are please visit www.sheriffsmeadow.org.

Function:

The Henry Beetle Hough (HBH) Internship is offered to high school or college students who are year-round Islanders. The HBH intern provides assistance in the office reporting to the Advancement Coordinator, and works on an independent project of their choosing relating to area of study or organizational need.

The HBH Intern will spend most of their time assisting the Advancement Coordinator with administrative and community outreach tasks and tasks related to the Annual Summer Benefit. The Summer Intern will be required to work with the SMF team to set-up, facilitate, and break-down the Summer Benefit event which will be held on the evening of Monday, July 15th. Typical hours working with the Advancement Coordinator will be Monday-Friday from 9 am-1 pm. The HBH Intern will spend the remaining portion of the afternoons assisting other SMF staff and/or working on the independent project.

This position is a seasonal, hourly, non-exempt position consisting of 8 hours of work per day during the summer, Monday through Friday. The Intern is not eligible for and does not receive benefits or holiday pay.

Duration of Job:

2024 summer season (8-12 weeks). Start and end dates are flexible.

Duties and Responsibilities:

1. Assist Advancement Coordinator with administrative tasks pertaining to the Advancement Department, which include: processing gifts, maintaining records, filing, mailings, and preparing for the Annual Summer Benefit.
2. Represent Sheriff's Meadow Foundation professionally at all times when speaking with donors on the telephone or in person.
3. Maintain and update guest lists and records related to the Summer Benefit.
4. Prepare name tags, seating charts, and other materials related to the Benefit.
5. Review checklists and ensure that sufficient supplies are on hand for the Benefit.
6. Be present for the entire July 15, 2024 Summer Benefit event, from morning until the evening conclusion of the event.
7. Prepare and install story pages monthly for the Storybook Walk at Middle Road Sanctuary.
8. Assist with curating social media content for Facebook and Instagram.
9. Other duties as assigned.

Compensation: \$18-20/hour depending on experience

Qualifications:

- Good organizational abilities, proficient writing and communication skills, and critical thinking and problem-solving abilities.
- Ability to collaborate, to work independently when necessary, and to practice flexibility and adaptability.
- Demonstrate commitment, a positive attitude, and curiosity.
- Proficiency in basic computer software and a willingness to learn more specialized programs and technology.
- Ability to greet members of the public and donors and provide information in a friendly and professional manner.
- Comfortable in outdoor settings and field work in a variety of conditions.
- Personal means of transportation is required; mileage will be reimbursed upon submission of mileage log.
- An interest in nonprofit management and advancement is not necessary, but desirable.
- An interest in conservation and natural preservation is not necessary, but desirable.

Application Instructions:

To apply, please send a cover letter, resume, and the names and contact information for two references to Catherine Hall at hall@sheriffsmeadow.org. Applications will be reviewed on a rolling basis. The final application deadline is May 1, 2024.

Please note that we may be able to offer housing, on a first come first serve basis, but is not guaranteed.