

## National Marine Life Center: Summer Internship Opportunities

The National Marine Life Center, a non-profit marine animal rehabilitation, education, and science center in Buzzards Bay, MA is seeking qualified applicants for our summer internship programs. Internships are available in marine animal rehabilitation & education, as well as marketing/development. Please read the job descriptions below, and if interested, apply as directed below.

### **Marine Animal Rehabilitation & Education Internship**

**Animal Care Responsibilities-** Depending on need and case load, interns will assist with the care of the NMLC rehabilitation patients including seals, sea turtles, and freshwater turtles. Animal Care duties will include animal restraint, cleaning, disinfecting tanks, equipment, and environmental enrichment devices, food preparation, administering feeds including tube feeding, record keeping, maintenance, and water quality testing. Interns will also assist animal care staff with medical procedures, admission exams, and release events.

**Education Responsibilities-** Interns will assist with environmental education programs, including on-site programs, off-site programs, fairs, and festivals. Interns will assist in giving public presentations to guests of NMLC and educate them on marine animals and conservation. Interns will assist in the gift shop, assist with various office projects, create displays for the Discovery Center, and help create lesson plans and activities that are aligned with the Massachusetts State Frameworks.

**Other Responsibilities-** Each intern will take on a project which they will work on for the duration of their internship. The project must be proposed by the student and agreed upon with the NMLC staff. At the end of the internship, the intern will present the project to the staff, volunteers, and members of the public. Each intern will also be assigned a weekly chore to assist with the upkeep of the facility and equipment, and will be required to attend regularly scheduled intern meetings. Positions are unpaid, interns must have their own transportation, and housing is not provided, but NMLC will offer suggestions.

#### **Qualifications-**

- The internship is open to students who are currently enrolled in, or recently graduated from an accredited college or university. High school students may also be considered.
- Preference will be given to students or recent graduates working towards biology, environmental studies, marine science, education, or other related fields.
- Intern should demonstrate strong written and verbal communication skills.
- Students that are adaptable, responsible, hard working, willing to learn, and have attention to detail are encouraged to apply.
- Must be able to work independently and as part of a team.
- Interns must be able to commit to at least three months; summer interns should be available to work from May 23, 2015 – August 15, 2015.
- Interns should expect to work 35-40 hours per week which will include early morning and/or late night seal feedings.
- If an intern plans to receive school credit for an internship they must notify staff prior to the internship start date, and it will be the responsibility of the applicant to ensure all required paperwork is completed and submitted.

**To Apply-** Send your resume, cover letter, and one letter of reference to Kate Shaffer & Margot Madden at [apply@nmlc.org](mailto:apply@nmlc.org) or PO Box 269, Buzzards Bay, Massachusetts 02532. Applications must be received by August 1 for the fall semester, November 30 for the spring semester, or February 28 for the summer semester.

## **Marketing/Development Internship**

### Responsibilities-

- Promoting NMLC's mission through appropriate publications and venues.
- Assisting with donor outreach and communications, including donor tracking, follow-up, and upkeep of the donor database.
- Updating community and website calendars with upcoming events and educational programs.
- Assist in the planning and execution of fundraising events including our annual Mermaid Ball, Feet Fins & Flippers 5K, Deals for Seals Yard Sale, and The Spectacle of the Trees.

### Specific activities include:

- Creating event marketing materials, Writing press releases, Managing the 5K t-shirt design competition, Recruiting event sponsors, Recruiting donations for auction and raffle prizes, Helping with event registration and day of preparations
- Maintaining social media outlets: Facebook, Twitter, Pinterest, YouTube, & Instagram.
- Maintaining our WordPress website.
- Research potential funding sources and apply for funding through grants and sponsorship programs.
- Update and edit current marketing materials such as brochures, flyers, direct mailings, and educational materials.
- Update NMLC's marketing plan, social media policy, media policy, & other communications policies

### Qualifications-

- The internship is open to students who are currently enrolled in, or recently graduated from an accredited college or university.
- Preference will be given to students or recent graduates in marketing, communications, or other related fields.
- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Must be outgoing and personable with good social and conversational skills.
- Have knowledge of the Microsoft Office Suite and social media outlets, including Facebook, Twitter, Pinterest, Instagram, YouTube & blogging
- Must be able to work independently and as part of a team.
- Intern must be able to commit to at least three months; summer interns should be available from May 23, 2015-August 15, 2015.
- Intern should expect to work 20-24 hours per week, including weekends, evenings, & holidays.
- If an intern plans to receive school credit for an internship they must notify staff prior to the internship start date, and it will be the responsibility of the applicant to ensure all required paperwork is completed and submitted.
- This position is unpaid. Interns must have their own transportation. Housing is not provided, but NMLC will offer suggestions.

To Apply: Send your resume, cover letter, and one letter of reference to Kate Shaffer and Ashley Bolbrock at [apply@nmlc.org](mailto:apply@nmlc.org) or PO Box 269, Buzzards Bay, Massachusetts, 02532. Applications must be received by August 1 for the fall semester, November 30 for the spring semester, or February 28 for the summer.