

CAPE COD COMMERCIAL

FISHERMEN'S ALLIANCE

Small Boats. Big Ideas.

2018 Events Internship

The Fishermen's Alliance is the leading voice for commercial fishermen on Cape Cod, working with more than 120 independent fishing businesses, 300 local fishing families, and 1,200 concerned community members. Our work—on fisheries management, scientific projects and community education—is aimed at protecting fish and fishing for future generations.

The Fishermen's Alliance seeks a 2018 summer intern to provide assistance with a diversity of events activities. The successful candidate will be comfortable working independently, writing creative and educational pieces, and using a wide range of technology and techniques to communicate our message. The intern will report directly to the events consultant and will also work closely with the development team to successfully execute Meet the Fleet and Hookers Ball.

Responsibilities include, but aren't limited to:

Hookers Ball –the biggest fundraiser on Cape Cod

- Serve as 'right hand' to events consultant and development team in all aspects of planning and managing this event
- Collaborate on managing silent auction including, but not limited to, collecting donated items, writing item descriptions and collecting corresponding photos to be posted to the Hookers Ball website.
- Review last year's photos and select good promotional ones, identifying and captioning each with appropriate photo credit
- Help with production of all collaterals, invitations, banners, posters, slides, etc. to ensure all sponsors are properly identified and messages are consistent
- Work with development team in sponsorship fulfillment by maintaining a tracking spreadsheet and executing communications deliverables, e.g. Facebook posts, eNewsletter content
- Assist in managing volunteers day of event and pre and post event

Meet the Fleet- Community Event to engage people with fishermen

- Research topic and/or fish species and assist in creation of PowerPoint presentations
- Format recipes submitted by chefs and print out along with any other hand-outs
- Help with production of all collaterals to ensure all sponsors are properly identified and messages are consistent
- Assistance with executing event logistics before and after the Meet the Fleet, including running errands to pick up supplies.

Other

- Assist and shadow staff at on- and off-site promotional engagements, as needed

BOARD OF DIRECTORS Nick Muto, *Chairman* • Phil Marshall, *Vice-Chairman* • Elliott Carr, *Treasurer* • Andy Baler, *Clerk*
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- Provide administrative support to the events team

Requirements

- Availability to work 15-20 flexible hours per week from June 1 to August 24, 2018, including some evenings and weekends
- Required to work at Hookers Ball Friday August 3 during the day, on Saturday, August 4, all day and evening, and Sunday, August 5, morning
- Strong desire to pursue a career in Communications, Marketing and/or Event Management
- Quick learner who is tech savvy, including working knowledge of Microsoft Office suite, Adobe InDesign and PhotoShop
- Strong time-management, organizational, and interpersonal skills a must
- Ability to self-motivate and stay on task
- Some college coursework completion in a related field, preferred
- Must be able to lift/move objects up to 20 lbs.
- Driver's license with clean driving record and use of car

What you get in return

- Crucial work experience in the field of nonprofit communication, events and marketing
- Opportunities to network with some of Cape Cod's most influential nonprofit, hospitality and other business leaders
- Additional skills for your resume to build your competitive edge in today's job market
- A busy, but FUN, summer with an endless amount of gratitude from one of the Cape's foremost nonprofit organizations

Please note that this is an unpaid internship.

To apply, please send resume, cover letter and two writing samples (one creative, one technical) to holly@capecodfishermen.org. Applications are due no later than April 1, 2018

This institution is an equal opportunity provider and employer.

