



Development Internship

Bald Head Island Conservancy

Term of Internship: May 10 – August 8, 2021

Interns must be available for the entire length of term. Graduates may have the opportunity to extend their internship.

Description

The Bald Head Island Conservancy (BHIC) is a non-profit environmental organization founded in 1983 on Bald Head Island, NC, to conserve local wildlife, monitor island ecosystems, and provide educational experiences to island visitors and residents. BHIC interns help to advance the Conservancy's [mission](#) today as we Discover, Learn, Conserve, and Preserve. The internship program is designed to provide young professionals with hands-on work experience at a small, environmental non-profit organization.

Position Responsibilities

- Assist with all areas involved in Development for the Bald Head Island Conservancy, a heavy focus on fundraising events. Responsibilities may include; administrative duties, preparation of events, promotion and attendance of all events.
- Run our membership program, send membership packets and update our database.
- Assist with adopt-a nest program
- Assist with weekly 5 K Turtle Trots, preparation, registration and clean up.
- Create and host your own fundraiser.
- Work the front desk of the Conservancy, answer phones and assist guests.
- Marketing of fundraising events, including flyers, social media posts and mail merge to constituents.
- Work on July 4th picnic preparation, signs, setting up/tear down of the auction
- Work closely with the Marketing Team/Intern
- Host of one weekly turtle walk, this event runs from 9 pm to 12 am.

Qualifications

- Rising junior, senior, or recent graduate from an accredited college or university
- Ability to be self-directed and work within a team environment
- Excellent communication skills
- Flexibility; potential crossover duties among other fields
- Computer proficiency with knowledge of MS Office and Google applications
- Ability to work in physically challenging environment including extreme temperatures while keeping an upbeat personality in front of Conservancy guests
- Must possess a valid Driver's License, be able to lift 40 lbs, and pass a background check
- Average workweek is 50 hours with one day off per week

Compensation

Interns receive a stipend of \$400 per month (pre-tax) plus housing and utilities. Interns are required to live in the BHIC dorm (provided), and will share a bedroom with 3-5 other interns. Also included are parking for a vehicle at Deep Point Marina and weekly ferry tickets for trips between the island and the mainland (total value of benefits = \$560/month).

Details

The island is accessible via a 20-min passenger ferry ride from Southport, NC. BHI Conservancy's office is open from 8:30 am – 5 pm daily, though the internship includes evening and weekend hours.

COVID-19 Readiness

Offers are dependent upon housing availability due to COVID-19 requirements. Summer 2021 interns are likely to be subject to COVID-19 protocols, such as restrictions on overnight travel, face coverings, daily health checks, and increased cleaning protocols.

Application Instructions

Send a cover letter to the attention of Melissa Blackmon, resume, and contact information for 3 references as one pdf attachment to intern@bhic.org. Subject line should read: "Development Internship Application". **Application Deadline: January 20, 2021**

Top candidates will be invited for an interview via video conference. Please be patient during the interview process. For questions, visit bhic.org/internships or email Director of Development, Melissa Blackmon at melissa@bhic.org

Other BHIC summer internships are available: check our [website](#) for details and apply to each position separately. The BHIC welcomes applicants of all races, religions, abilities, genders, and sexual orientations.