



Retail Internship

Bald Head Island Conservancy

Term of Internship: May 10 - August 8, 2021

Interns must be available for the entire length of term.

Description

The Bald Head Island Conservancy (BHIC) is a non-profit environmental organization founded in 1983 on Bald Head Island 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. The selected intern will have the opportunity to work in a challenging, fast-paced environment while learning a wide range of retail functions and how they support our mission.

Position Responsibilities

- Support Turtle Central Gift Shop as a gateway to the BHI Conservancy's mission by communicating mission based activities and programs to our customers.
- Assist in all retail functions of the store including; promotions, marketing, sales, processing inventory and merchandising the store.
- Perform daily opening and closing duties of the store.
- Lead our Turtle Tuesday's social interaction events with the marketing intern weekly.
- Concentrate on Social Media, scheduling daily, weekly and monthly posts/emails.
- Assist with our ecommerce website www.turtlecentral.org, refreshing product pictures and descriptions as well as input new product. Integrate our website with social media posts for optimum sales.
- Participate in our turtle walk programs (9:00 pm - 12:00 am) once a week for Conservancy members and assist the [Sea Turtle Protection Program](#) with educating the public during nest excavations.
- Work the BHI Conservancy's info desk by greeting visitors, providing excellent customer service, signing the public up for programs, selling memberships and communicating about our animals and exhibits.
- Assist with mail runs, special events, fundraisers, 5K trots, general campus upkeep and maintenance, and additional office tasks as needed.
- Conduct an [individual project](#) to enhance our mission as it relates to the gift shop.

Qualifications

- Rising juniors, seniors, or recent graduates from an accredited college or university
- Experience in customer service or retail related positions.
- Excellent communication skills and comfort interacting with diverse groups of people
- Ability to both be self-directed and work within a team environment
- Flexible and able to multi task
- Technology proficient, experience with social media preferred. Knowledge of MS Office and Google, fast learner of new software applications.
- Must possess a valid Driver's License, be able to lift 40 lbs, and pass a background check

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. Education interns periodically have work ending as late as 12:00 am when leading evening programs. Average workweek is 50 hours with one day off per week. Weekend work is required.

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, resume, and contact information for 3 references as one PDF attachment to smith@bhic.org. Subject line should read: "Retail Internship Application". **Application Deadline: January 20, 2021**

Top candidates will be invited for an interview via video conference. Please give us at least one month past the application deadline to carefully review applications. For questions, visit bhic.org/internships or email Retail Operations Director, Pam Smith at smith@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.