

HARWICH CONSERVATION TRUST (HCT)
2012 Summer Internship Opportunity

Community Relations Internship

Organizational Overview:

The Harwich Conservation Trust (HCT) is a leader in creating public-private land conservation partnerships that sustain the Town of Harwich as a livable, vibrant community for current and future generations. Harwich is home to sandy beaches, windswept marshes, quiet woods, and peaceful waters which create a fragile system that both residents and seasonal visitors enjoy. Over-development diminishes the environmental qualities that shape our sense of place. HCT seeks to preserve the quality of life in Harwich by protecting priority lands because it is the smart, practical, and necessary thing to do for ourselves, our families, our town and our region. HCT is pleased to announce the creation of a summer internship program beginning in 2012. Successful candidates will have a passion for the environment, and a willingness to learn as they assist a small non-profit land trust in furthering its goal of preserving and protecting open space in Harwich.

Position Description:

The Community Relations Intern assists part-time in the office and part-time in furthering land stewardship goals and objectives. The intern will assist with office administration as well as externally promoting HCT through community relations and volunteer management. If needed, the intern will also assist the Land Stewardship Intern to meet stewardship objectives.

Responsibilities:

- Perform office-based tasks as directed.
- Perform trail and sign maintenance where applicable and as directed.
- Work independently and in a group to complete stewardship objectives.
- Assist staff with coordination of volunteer events.
- Participate in HCT special events such as major fundraisers.
- Assist with land acquisition, fundraising, and other projects as needed.
- Update databases and open space profiles.

Candidate Qualifications:

- Interest in working outdoors and a commitment to conservation.
- Willingness and enthusiasm to perform indoor tasks to further HCT's mission.
- Basic knowledge of GIS and GPS desired, but training can be provided.
- Full-time student status at an institution of higher education.

Training Provided:

- Basic invasive plant identification and removal techniques.
- Training will be provided for required tasks with which the intern is unfamiliar.
- Individual orientation to introduce the volunteer to his/her responsibilities.

Commitment: Summer 2012, 4 days per week, 8 hours per day

Benefits:

- **Housing provided, within 1-1/2 miles to Red River Beach on Nantucket Sound**
- Satisfaction of directly participating in local conservation and preservation efforts
- Introduction to non-profit dynamics, event fundraising, public relations, and land stewardship

Supervisors: Ryan Mann, Outreach & Stewardship Coordinator and Michael Lach, Executive Director

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Interested candidates should send a resume, cover letter and contact information for two references to hctryan@cape.com on or before Feb. 17, 2012.