

**HARWICH CONSERVATION TRUST (HCT)**  
Summer 2012 Internship Opportunity

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**Non-Profit Management 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 Non-Profit Management Intern will assist staff with advancing the mission of the Harwich Conservation Trust through a variety of administrative, fundraising, and potentially land management activities. The intern will report to the HCT Outreach & Stewardship Coordinator and the Executive Director. The intern will assist with organizational functionality and help to fulfill the day-to-day needs of HCT. Tasks may include membership processing, improvements to document organization, public relations, and event planning as well as assisting with land stewardship projects as needed.

**Responsibilities:**

- Perform office-based tasks as directed.
- Assist staff with coordination of volunteer events.
- Participate in HCT special events such as major fundraisers.
- Assist with land stewardship, fundraising, and other projects as needed.
- Update databases and property notebook assessments.
- If time allows, the intern will collect and summarize existing literature about the financial value assigned to “ecosystem services” based on recent studies. The intern will adapt and summarize findings for approximate financial values and savings correlated with acreage and habitat types preserved by HCT.

**Candidate Qualifications:**

- Interest in working indoors and outdoors. A commitment to conservation.
- Strong organizational and communication skills.
- Basic knowledge of GIS and GPS desired, but training can be provided.
- Full-time student status at an institution of higher education.

**Training Provided:**

- If needed, 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 associated 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 with a leading land trust.
- Experiential learning on Cape Cod, a premier summer destination.

**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](mailto:hctryan@cape.com) on or before Feb. 17, 2012.