



P.O. Box 638, Yarmouth Port, MA 02675  
careforthecapeandislands.org  
508-760-8187

CARE for the Cape and Islands (CARE) is seeking an intern to assist with marketing and promotional efforts as well as to provide general support for CARE programming. This position is based in Cape Cod, MA, however, some tasks may be performed remotely. It is a great opportunity for someone looking to expand their knowledge of responsible and sustainable travel in hospitality, events, and/or destination management, sustainability and community development. The ideal candidate is an enthusiastic, creative individual who'd like to gain experience working in the non-profit sector.

Possible intern responsibilities may include:

- Assisting with coordination and planning of CARE's educational, fundraising and volunteer events
- Assisting with membership development
- Working with social media, website content and other promotional marketing initiatives
- Designing promotional material
- Researching grant opportunities
- Assisting with some administrative tasks

Skills/Requirements

- Excellent written and spoken communication (English) & teamwork skills
- Ability to work independently in a dynamic environment
- Creative, flexible, and organized
- Ability to multi-task and prioritize
- Proficiency with social media (Facebook, Twitter, Instagram, WordPress)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent written English
- Previous substantive research or fundraising experience an asset

CARE asks that the intern be available for a minimum of 10 hours per week. The internship is unpaid, however, we are happy to work with students for academic credit. To apply, please submit a cover letter, resume, two references (name, position, and contact information), and a short writing sample to [jill@careforthecapeandislands.org](mailto:jill@careforthecapeandislands.org). Deadline for applications is rolling, however, we wish to fill this position for the Summer 2018 semester by April 15.