



Action today so future generations can enjoy ocean activities

FALL INTERNSHIP *for* DEVELOPMENT

INTERNSHIP SUMMARY

Clean Ocean Access (COA) prioritizes education and investment in the next generation of environmental leaders. We are looking for a motivated, creatively fueled & results-driven individual who cares deeply about the local environment and wants to be part of an action-packed non-profit organization. We are seeking a data-driven individual who is interested in back office excellence and maintaining a high level of accuracy of all assets in the fundraising database (Salesforce), including contacts, donation, grants, campaigns, and sponsors. The successful candidate will help with fundraising efforts for the organization, including event planning and execution. The intern will report to the Development Coordinator with further supervision from the Executive Director.

DETAILS

- Hours: 10-15 hours per week September through December
- Schedule: Two to three days per week that aligns with your schedule, with evening and weekend availability required for events.
- Location: Office located at 23 Johnny Cake Hill, Middletown, Rhode Island. Field work at various locations around Aquidneck Island

DESCRIPTION

The internship will cover several integrated efforts.

1. Responsible for daily gift processing and accounts receivables entered into Salesforce,
2. Maintain sufficient inventory levels for all development related inventory,
3. Assist with contact management in Salesforce,
4. Assist with creating personalized and timely acknowledgement letters for donors,
5. Assist with fundraising event preparation and execution,
6. Assist with the identification and preparation for business sponsorship solicitation,
7. Other - assist with other Clean Ocean Access activities as time permits.

QUALIFICATIONS

- Demonstrated commitment, trustworthiness, responsible, and attention to detail
- Coursework in business, finance or administration preferred
- Must have reliable vehicle and equipment
- Comfortable working independently, as a member of a team, and leader of a team effort
- Technologically savvy with Microsoft Office tools and Google platform

HOW TO APPLY

Send email to info@cleanoceanaccess.org with a title of "Development Internship" with one attached PDF document that is two pages in length, with a document name of "First Name_Last Name_Development Internship". Page 1 is a cover letter expressing why you are a great fit for the position and how the internship integrates with your other summer responsibilities. Page 2 is a resume that clearly aligns with internship description and qualifications.

ABOUT CLEAN OCEAN ACCESS

Clean Ocean Access (COA) was established in 2006 and is a growing citizen science environmental organization that recently became a non-profit organization in 2014. COA is based in Middletown, Rhode Island with a footprint almost exclusively on Aquidneck Island. Our mission is "action today so future generations can enjoy ocean activities" with a primary focus on eliminating marine debris, improving coastal water quality, and protecting and preserving shoreline access. Our focus is held together by a principle belief that taking good care of each other, and building community, is the best approach to promote stewardship of the environment.