



THE ESPLANADE ASSOCIATION

Communication and Development Intern

June, 2009

ABOUT THE ESPLANADE ASSOCIATION, INC:

The Esplanade Association (TEA) is a 501(c) 3 non-profit organization dedicated to restoring and enhancing Boston's Esplanade, a three-mile park along the Charles River from the Museum of Science to the Boston University Bridge.

Founded in 2001, TEA is a dynamic friends group that has developed a high profile by partnering with the Department of Conservation and Recreation (DCR), other non-profit organizations, businesses, and individuals to complete important capital projects and by initiating park-enhancing programs.

INTERNSHIP SUMMARY:

The Communication and Development Intern will assist TEA with outreach on online social networks, special events, content of marketing and communication materials, data entry, development projects, and additional administrative support as needed.

LOCATION: Boston, MA

COMPENSATION: Weekly transportation stipend, school credit available

LENGTH OF INTERNSHIP & HOURS: Length of internship is flexible, minimum of 8 hours /week.

EXAMPLES OF DUTIES:

- Coordinate materials for monthly newsletter
- Data entry and database management
- Organize marketing materials and press archives
- Assist with planning fundraising events
- Process thank you letters

QUALIFICATIONS:

- Familiarity with social networking websites such as Facebook and Myspace
- Preference for academic or work experience in journalism, advertising, marketing, public relations
- Computer-savvy, proficiency in Word and Excel. HTML knowledge not required, but a plus
- Ability to organize and manage multiple tasks and meet deadlines
- Proficiency in word processing, email and internet research
- Good writing skills
- Good verbal communication and ability to communicate in an effective, courteous and professional manner with a diverse population including staff, members, and general public
- Ability to work as a member of a small team, and to take direction when required

Please send resume and cover letter describing how your experience and talents would contribute to the work of The Esplanade Association to Justin Burke at jburke@esplanadeassociation.org