

Part-Time External Affairs Internship

Description

This part-time External Affairs Internship is designed for college students and recent graduates. Interns will work with both the Development and Communication Departments and will learn about communication strategies, donor engagement, and how the Aquarium manages its external presence in the community and amongst donors.

Interns will be expected to complete an internship project during their time here.

Responsibilities:

Duties may include, but are not limited to assisting with the following:

- Assist with updating donor database and processing gift entries.
- Assist with the Aquarium's Adopt-an-Animal program.
- Research and identify new potential grant opportunities.
- Assist with event preparation including basket raffle organization and collection.
- Assist with setup, duration, and breakdown of events.
- Assist with offsite community engagement opportunities, as needed.
- Gather and develop content for the Aquarium of Niagara's social media, staying up to date on popular trends and audios.
- Work with Director of Communications & Marketing and Communications & Marketing Manager to create social media strategies to encourage engagement.
- Edit and organize photos and videos.
- Assist in writing copy and copy editing, as needed.
- Assist with special projects as needed.
- Complete an internship project.

Requirements:

- Must be at least 18 years of age
 - Minimum standing as college sophomore.
 - Experience in photography and photo editing preferred.
 - Capacity to learn complex tasks quickly; attention to detail; strong problem-solving abilities.
 - Ability to work independently and in a group.
 - Able to occasionally work evenings and weekends.
 - Able to lift up to 50 pounds.
 - Must be able to pass a background check.
 - Must be able to commit to a 32-40-hour work week unpaid
 - Must be currently enrolled in college with a major in marketing, communications, public relations, business, or another related field, as well as providing a statement from the students' school is required, verifying that the student is enrolled in a program leading to a degree, diploma, or certificate program. Must be able to work a 12-15-week period
- OR**

- Recently graduated with a major in marketing, communications, public relations, business, or another related field, and able to work a 10-week period

Non-Students:

- Must be able to work a 32-40-hour work week unpaid for an 8-10-week period

Availability:

- Fall (late August- December)
- Winter (late November- January)
- Spring (late January-May)
- Summer (late May-August)

*Start/end dates may be flexible based on school schedules

Application Deadlines:

- Fall: July 31st

Interested candidates should apply online at aquariumofniagara.org including a resume and cover letter. Applicants may be requested to submit a letter of recommendation. All interns must also attend an orientation session before the start of the program.

For more information or questions, please email Claire Leggett at cleggett@aquariumofniagara.org