



**Chatham Conservation Foundation, Inc.
Summer Intern – Communications & Administrative Support**

Location: Chatham, MA

Duration: Summer 2025 (Flexible start and end dates)

Hours: Part-time, approximately 10-15 hours per week, flexibility required

Compensation: \$15 hour

About Us

The Chatham Conservation Foundation, Inc. (CCF) is Chatham's local land trust, dedicated to preserving the natural beauty and ecological integrity of Chatham, MA. Through land conservation, stewardship, and education, we work to protect open spaces for the benefit of the community and future generations.

Position Summary

CCF is seeking a motivated and creative Summer Intern to assist with communications, social media, website updates, clerical tasks, and event planning in preparation for a major fundraising event. This position is ideal for a student or recent graduate in communications or marketing with a particular interest in conservation.

Key Responsibilities

Event Planning & Outreach

- Support the planning and execution of CCF's summer events, including our annual meeting, educational programs, fundraisers, and guided walks.
- Assist with event logistics, such as coordinating speakers, preparing materials, and managing RSVPs.
- Engage with attendees at events to promote CCF's mission and initiatives. Greeting guests, trouble-shooting and providing information.

Social Media & Website Management

- Develop and schedule social media content (Facebook, Instagram, and other platforms) to engage the community.
- Create compelling posts highlighting CCF's conservation work, advertise events, and initiatives.
- Assist with website updates, ensuring content is current and visually appealing.

Clerical & Office Support

- Assist with administrative tasks, including data entry, document organization, and email correspondence.
- Help maintain digital and physical records related to conservation efforts and membership engagement.
- Answer inquiries from the public via phone and email as needed.

Qualifications

- Strong written and verbal communication skills.
- Experience with social media platforms and content creation.
- Basic website management skills (WordPress or similar platforms a plus).
- Highly organized and detail oriented.
- Passion for conservation and environmental stewardship.
- Ability to work both independently and as part of a team.

Compensation & Housing

- \$15 hour
- **No housing is available.**

How to Apply

Interested candidates should submit a resume and a brief cover letter detailing their interest in the position to info@ccfinc.org by **May 15, 2025**.
