Monterey Bay National Marine Sanctuary Foundation

Special Events Paid Internship

The Monterey Bay National Marine Sanctuary Foundation is seeking a Special Events Intern to support the goals of the Monterey Bay National Marine Sanctuary Foundation as we recognize and celebrate the sanctuary's 30th anniversary with several special events. If you are interested in a career in nonprofit administration, or in developing skills in events management and marketing, this internship is for you.

Location: Monterey Bay, CA (work may be done in-person, hybrid, or remote)

Supervisor: Ginaia Kelly, Chapter Director

What We Need

The Monterey Bay National Marine Sanctuary Foundation is seeking a part-time Special Events intern who is interested in assisting events planning, including coordination, logistics, and marketing. Work hours are flexible and are anticipated to be on average 10 hours/week. The duration of the internship is 36 weeks (April-December), and there will be a stipend of $800/month.

The Monterey Bay National Marine Sanctuary Foundation promotes fundraising and advocacy for Monterey Bay National Marine Sanctuary (MBNMS). Designated in 1992, the Sanctuary is a federally protected marine area offshore of California's Central Coast. Stretching from Marin to Cambria, the Sanctuary encompasses a shoreline length of 276 miles and 6,094 square statute miles (4,601 nmi2) of ocean, extending an average distance of 30 miles from shore. At its deepest point, MBNMS reaches 12,743 feet (more than two miles). It is one of our nation's largest national marine sanctuaries and is larger than Yellowstone National Park. MBNMS was established for the purpose of [resource protection](), [research](), [education]() and public use. Human uses include commercial fishing and recreational activities like diving, kayaking, boating and surfing. However some activities that could harm the sanctuary's health—such as oil drilling, ocean dumping or seabed mining—are not allowed.

The mission of Monterey Bay National Marine Sanctuary Foundation is to leave a thriving sanctuary to future generations by protecting wildlife and biodiversity, raising sanctuary visibility and awareness, and inspiring the public to be its stewards.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.

What You'll Do

Responsibilities:
The intern shall work with the Chapter Director, Operations Manager, and Event Committee Members to help plan and execute several special events, including the 30th anniversary *Sea Stars Gala*, *SanctFest* on the Wharf, VIP events, Charity Golf Tournament, and Holiday Reception.

As part of this internship, you will develop skills in the following areas:

Event Planning
- Maintain a detailed calendar schedule to ensure tasks are moving forward according to scheudle
- Communicate with vendors and venues
- Work with committee and/or key volunteers to follow up on task assignments; Attend planning committee meetings as needed
- Learn to establish event logistics and details, including seating, dining, program, decorations, guests experience, auctions check in/check out processes, etc.
- Gain an understanding of how to build and run an auction
- Gain experience and work collaboratively with other departments to develop financial reports and donation forms

Public Relations/Marketing
- Learn to create marketing materials/flyers
- Gain experience using social media for event marketing
- Help distribute press releases to media outlets

Skills which will help the intern be successful in this role:
- Detail oriented; Well organized with meticulous organizational skills
- Self-motivated, independent worker with excellent follow-through
- Ability to work efficiently and prioritize multiple projects
- Collaborative, with good interpersonal skills
- Willingness to help with other tasks, as needed

Qualifications:
- Strong written and verbal communication skills
- Proficient in MS Office
- Social media experience
- Creative (some graphic design experience helpful, i.e. Canva/Adobe)

Requirements to Apply:
- At least two years of college, or equivalent experience

To apply, send to cerickson@marinesanctuary.org the following:
- a current resume with relevant experience
- a brief cover letter outlining
    - your experience with the position requirements outlined above
    - your interest in marine sanctuaries or ocean protection
    - amount of college experience, and
    - your weekly schedule availability
- a marketing sample (i.e. social media post, flyer, invitation, graphic design project, etc.)

Learn more at www.montereybayfoundation.org

COVID-19 considerations:

Potential for remote work until the COVID-19 pandemic restrictions lift; Post-pandemic restrictions, can negotiate for some remote work for part of coordinator's work week on an ongoing basis. The National Marine Sanctuary Foundation requires proof of COVID-19 vaccination from all employees.
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The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.