



Monterey Bay
National Marine
Sanctuary Foundation

A CHAPTER OF THE NATIONAL MARINE SANCTUARY FOUNDATION

Monterey Bay National Marine Sanctuary Foundation

Marketing/Special Events Internship

The Monterey Bay National Marine Sanctuary Foundation is seeking a motivated **youth from Capitola, California** to join our team as a Marketing/Special Events Intern. This internship provides a valuable opportunity to develop skills in nonprofit fundraising, events management and marketing, all while contributing to marine conservation.

Location: Santa Cruz Harbor, CA (work may be done in-person, remote, or hybrid)

Supervisor: Ginaia Kelly, Chapter Director

Duration: 4 months (mid-August – mid-December), 8 hours/week

Stipend: \$937.50/month

What We Need

The Monterey Bay Marine Sanctuary Foundation is seeking a Marketing/Special Events Intern to support our fundraising and marketing efforts. This internship will focus on the signature annual fundraising event, the Sea Stars Gala, among other campaigns. Work hours are flexible and average 8 hours per week for a duration of 4 months (mid-August – mid-December 2024), with the possibility of extension. A stipend of \$937.50 per month will be provided.

The Monterey Bay National Marine Sanctuary Foundation promotes fundraising and advocacy for the Monterey Bay National Marine Sanctuary (MBNMS). Designated in 1992, the Sanctuary is a federally protected marine area off California's Central Coast, stretching from Marin to Cambria. It encompasses 276 miles of shoreline and 6,094 square statute miles of ocean, extending an average of 30 miles from shore. At its deepest point, MBNMS reaches 12,743 feet. It is one of the nation's largest marine sanctuaries, larger than Yellowstone National Park. MBNMS was established for resource protection, research, education, and public use, allowing activities like commercial fishing and recreational diving, kayaking, boating, and surfing, while prohibiting harmful activities such as oil drilling, ocean dumping, and seabed mining.

Our mission is to protect wildlife and biodiversity, raise visibility and awareness of the sanctuary, and inspire public stewardship to ensure a thriving sanctuary for future generations.

The National Marine Sanctuary Foundation is committed to inclusion, equity, and belonging. We strive to attract and retain a diverse staff, valuing unique experiences, perspectives, and identities. We believe a diverse team enhances our ability to protect the health of our ocean, coasts, and Great Lakes for current and future generations.



What You Will Do

Responsibilities:

The intern will collaborate with the Chapter Director, Development Assistant, Operations Manager, and Event Committee Members to plan and execute special events and campaigns, particularly the Sea Stars Gala, and learn how to acquire sponsors, auction items, and guests.

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

Event Planning

- Assist with the planning and execution of fundraising campaigns and events, including donor outreach, solicitation, and stewardship.
- Maintain a detailed calendar schedule to ensure tasks are moving forward.
- Collaborate with committee members to follow up on task assignments; Attend planning committee meetings as needed.
- Support the logistics, outreach, and follow-up for special events.
- Learn how to build and run online and live auctions.
- Work with other departments to coordinate efforts for sponsor acquisition, auction items, and prospective event guests.

Public Relations/Marketing

- Help draft communications materials, including event-related social media posts, newsletters, and website content.
- Assist with marketing initiatives, including email campaigns and graphic design.
- Distribute press releases to media outlets.

Skills that will help the intern be successful:

- Detail-oriented with strong organizational skills.
- Excellent written and verbal communication skills.
- Self-motivated, independent worker with excellent follow-through
- Ability to work quickly and prioritize multiple projects.
- Collaborative with strong interpersonal skills.
- Flexibility to assist with various tasks as needed.
- Familiarity with social media platforms and marketing tools.
- Proficient in MS Office; Computer savvy.
- Experience with social media platforms (Facebook, Instagram, Twitter, TikTok)

Required

- Current resident of the city of Capitola, California



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Preferred:

- Graduate student is preferred, but not required
- Previous experience hosting events
- Graphic design experience (Canva, Adobe Photoshop)
- Experience with WordPress and Asana (project management software)
- Photography, video, editing experience
- Interest in marine sciences and/or nonprofit communication

How to Apply

To apply, please send the following to Ginaia@marinesanctuary.org with the subject line "YOUR NAME Marketing/Special Events Internship".

- **Resume:** Include your education, work, and internship experience.
- **Cover Letter:** Briefly outline your past experience related to the position requirements, your interest in marine sanctuaries or ocean protection, your current college enrollment and credit hours earned, and your weekly availability.
- **Work Sample:** Provide a sample of your work (e.g., social media post, flyer, invitation, graphic design project). Coursework samples are acceptable. Include a few sentences explaining the sample: its purpose, your role in its creation, and whether it was used academically or professionally.

Learn more at www.montereybayfoundation.org.