

2023 NRWA Communications & Development Intern

The Nashua River Watershed Association

The NRWA, founded in 1969, is an environmental non-profit whose mission is to work for a healthy ecosystem with clean water and open spaces for human and wildlife communities, where people work together to sustain mutual economic and environmental well-being in the Nashua River watershed. The watershed is comprised of 31 towns in central MA and southern NH. The NRWA provides Water Protection, Land Protection, & Environmental Education programs.

Objective: The NRWA is seeking an Intern to support the Development and Communications Directors on a variety of research, analysis and database projects.

Intern Assistance in Development Activities

Grant Research

- Utilize free grant databases and publicly available information to research grant funders and potential funding opportunities aligned with NRWA Mission & Programs.
- Compile Grant information in a format that is easily usable as a resource for NRWA staff, including grant parameters, deadlines, and contacts.

Prospect Research

- Utilize public information to learn more about individuals and corporations with established history of conservation interest and funding inclination.

Data Analysis

- Analyze responses to development initiatives to evaluate effectiveness of each approach.

Outreach Events

- As needs or opportunities arise, help to plan and participate in outreach events.

Intern Assistance in Communications Activities

Communications and Social Media

- Research and launch an NRWA Instagram site
- Assist with Facebook postings

Website

- Assist with website re-design, depending on status of that project
- Assist with site updates
- Assist with e-news, press releases, newsletter articles
- If the right skill set, take photos at NRWA programs or as assigned

Database

- Work on database cleanup projects and data entry of non-confidential information
- Create Excel spreadsheet of adult/family education programs/attendance data

Miscellaneous

- Work on archiving projects, i.e. scan and organization of historic NRWA Board minutes per document retention policy.

Qualifications: Knowledge of Word and Excel or Google equivalent required

Hours and Location: Internship position is a paid, Part-time (20 hours/week for 8 weeks) position at \$15/hour. The position will be based at the NRWA's River Resource Center in Groton, MA with a weekly schedule to be established with the Development and Communications Directors.

Application: Submit cover letter and resume to:

Jo Ward, Office Administrator; Email: JoanneW@NashuaRiverWatershed.org

The NRWA is an Equal Employment Opportunity/ Affirmative Action (EEO/AA) employer