

## **Summer Events Intern**

**Reports to:** Development Manager

### **POSITION SUMMARY**

The Summer Events Intern supports the Development Manager in planning and executing Nourish Nantucket's community events, fundraisers, and outreach activities. This hands-on, part-time role is ideal for someone interested in event coordination, nonprofit communications, and community engagement. The intern will help bring Nourish Nantucket's mission to life through events that connect the community, raise awareness, and generate support. This is a 5-10 hour/week position from June 20 to August 20, 2026.

### **KEY RESPONSIBILITIES**

#### **Event Planning & Coordination**

- Assist with planning, setup, and execution of summer fundraisers, community presentations, small donor events
- Help manage event timelines, vendor logistics, and day-of coordination
- Support the creation and distribution of event signage, materials, and supplies

#### **Communications & Outreach**

- Draft social media content, email updates, and promotional materials for upcoming events
- Help maintain event pages, registration forms, and community-facing communications
- Photograph events and gather testimonials for use in newsletters and social media

#### **Administrative**

- Track RSVPs, attendance, and post-event metrics; assist with reporting and recordkeeping
- Assist with donor acknowledgment, thank-you communications, and sponsorship tracking
- Perform other duties as assigned in support of Nourish Nantucket's mission

### **QUALIFICATIONS**

- Genuine interest in community engagement, event planning, or nonprofit work
- Very strong written communication skills and attention to detail
- Reliable, organized, and able to manage multiple tasks independently
- Comfortable interacting with community members, donors, and volunteers
- Basic computer skills (email, calendars, Google Docs/Sheets, social media platforms)
- Ability to work various nights and weekends throughout the summer

### **HOW TO APPLY**

Please email a resume, a brief letter of interest, and two professional references to [info@nourishnantucket.org](mailto:info@nourishnantucket.org).

*Nourish Nantucket is an equal opportunity employer. We welcome candidates of all backgrounds.*