



NECWA Internship Program Overview for Perspective Participants (revised 2019)

The New England Coastal Wildlife Alliance (NECWA) is seeking qualified upper level high school, college students, and graduate students within the New England community to assist with various projects and activities through our Marine Wildlife Research Program. Available positions are non- paid (volunteer) and are in the form of an internship program. We offer both General Internships and Mini Internships. All NECWA interns work alongside our staff and conduct a variety of educational programs, research projects, and conservation activities.

NECWA has the following internships available:

- Office Administrator and Assistant Administrator
- Marketing/Fundraising Manager
- Graphic Designer
- Marine Wildlife Archival Database Assistant
- Data Transfer Specialist
- Photographic Archival and Metadata Assistant
- Field Research Assistant
- Data Analyst
- Accounting Manager
- Virtual Assistant

Internship Deadlines:

Summer 2019

- Early application deadline – May 3, 2019
- Start date May 15, 2019
- End date August 16, 2019

Fall 2019

- Early application deadline August 9, 2019
- Start date is the end of August/early September

Winter/Spring 2020

- Early application deadline December 13, 2019
- Start date is the end of December/early January

To contact us directly about our internship programs, send an email to contact@necwa.org

General, but brief descriptions of the internship responsibilities are listed below.

I - General Internship Responsibilities and Activities:

Internship Time Log - All interns must record their hours and activities on a weekly basis.

Office shift schedules are as follows:

Sunday – Wednesday

AM shift: 9:00 – 1:00PM

OR

PM shift: 1:00 – 5:00PM

Wednesday – Saturday

AM Shift 9:00 – 1:00PM

PM Shift 1:00 – 5:00 PM

Field research schedules are 6 hour shifts as follows but are tide dependent:

Sunday – Wednesday

6:00AM – 12:00PM

OR

12:00PM – 6:00PM

Wednesday – Saturday

6:00AM – 12:00PM

12:00PM – 6:00PM

Flex time hours: Per position

Educational Activities - All interns will assist with various environmental education programs that can include:

- Private and public-school presentations
- Community fairs and festivals
- Fall beach cleanups that are part of Coastsweep, the Mass Annual Statewide Cleanup
- NECWA seminars that include PPT presentations by NECWA staff on various topics in the field of marine science

Additional Responsibilities: These responsibilities are to be followed by every intern.

- Attend orientation meetings at Mass Audubon at Wellfleet Bay in Wellfleet, MA
- Become a volunteer with Mass Audubon at Wellfleet Bay
- Report to your shift on time and contact NECWA if you are going to be late
- Sign in and out of every shift that day using paper or online material provided by NECWA
- Notify NECWA in advance if you can't make a previously scheduled shift in the office, the lab or the field. We also ask that you make an effort to find another intern to cover your shift
- Attend intern meetings if scheduled
- For summer field interns, attend the Terrapin Training Workshop
- Assist with general non-profit events and functions
- Interns may want to work on a special project or activity and present their work to other NECWA interns and staff
- Interns starting after July 1st must do online training sessions
- All interns must work one weekend day each week. No exceptions.

Internship Positions Available:

MINI INTERNSHIP: Mini internship positions are office positions that offer limited office hours combined with working from home in order to fit an intern's limited schedule. These internships comprise a total of 10-15 hours a week.

Mini Internship positions available:

Ocean Sunfish Dataset Intern:

- Manage Ocean Sunfish data collected
- Work with ocean sunfish data dealing with live and stranded animals
- Accurately enter sighting data into FileMaker Pro database
- Plotting sighting positions using Google Earth
- Inputting photographic information into database and editing that material using Adobe PhotoShop
- General activities to keep database current

NEBShark Dataset Intern:

- Manage NEBShark data collected
- Work with live basking shark and ocean sunfish sighting data collected from NECWA's community-sighting network (Basking Shark and Ocean Sunfish Project)
- Accurately enter sighting data into FileMaker Pro database
- Plotting sighting positions using Google Earth
- Inputting photographic information into database and editing that material using Adobe PhotoShop
- General activities to keep database current

NECWA Humpback Whale Catalog Intern:

- Assist in the design and layout of the NECWA Humpback Whale catalogue
- Work with humpback whale sighting data from commercial whale watching boats
- Accurately enter sighting data into FileMaker Pro database
- Plotting sighting positions using Google Earth

- Inputting photographic information into database and editing that material using Adobe PhotoShop
- Create and utilize metadata to accompany each wildlife sighting
- Learn techniques of photo-ID and assist with identifying known humpback whales
- General activities to keep database current

GENERAL INTERNSHIP: General interns will follow the general shift schedule unless other arrangements have been made by the intern and approved by the Intern Coordinator or supervisor. These internships comprise a total of 20 to 25 hours a week. Interns must work one weekend day each week.

General Internship positions available:

Administrative Assistant: This person will oversee general office operations. They will ensure that the office runs smooth and will oversee office personnel.

- Maintain smooth operations in the office
- Oversee other office personnel
- Schedule general appointments
- Set appointments for events and fundraisers
- Set meetings with other organizations to support collaborations
- Respond to emails or set-up email lists
- Calendar management
- Oversee intern time sheets
- Help update NECWA websites and social media sites

Marketing/Fundraising Intern: This position requires skill sets in order to organize fundraisers and marketing campaigns. You would need to design ads and develop ways to interface with the public to promote NECWA events.

- Maintain social media accounts
- Send mailers/newsletters to members and non-members
- Design new events and fundraising ads
- Find locations for presentations, shows and festivals
- Advertise NECWA shows/events
- Maintain public interface
- Help advertise items in NECWA's online Nature store
- Update and maintain wish list
- Using Constant Contact to create and send out updates and newsletters to NECWA members

Graphic Designer: This position will require the knowledge of InDesign, Adobe Illustrator and Adobe Photoshop. This person will work with the marketing personnel and the general manager to design materials that are needed for NECWA marketing campaigns.

- Create educational and fundraising material for NECWA website and social media sites
- Create new designs that can be used for fundraising and marketing
- Update old NECWA designs to new ones where needed
- Work with Marketing Department and General Manager
- Create ad-campaigns for NECWA's online Nature store

Marine Wildlife Archival Database Assistant:

- Entering sighting and photographic data from field researchers into NECWA database
- Enter and catalogue various media from NECWA's research activities, including black & white negatives, color slides, video tapes, and digital material
- Scan color slides and black & white media for incorporation into databases
- Assist with photo-identification of humpback whales and other marine wildlife using photo-ID techniques that employ Adobe Photoshop and other software

Field Research Assistant: This person would be in the field assisting the head researcher in collecting accurate field data to be use for later analysis.

- Assist lead researcher in the field with various activities and projects
- Updating all Google sheets and forms with necessary field data
- Collect and record environmental and research data accurately data
- Plot geo-referenced sighting data using Google Earth and possibly GIS
- Assist with drone surveys of fragile beach areas used by Diamondback terrapins for nesting purposes in the Southcoast area of MA
- During the fall and winter stranding season, assist with marine wildlife strandings in the New England area
- During the fall and winter stranding seasons, assist with field necropsies of dead marine wildlife in the New England area

GIS and Drone Intern:

- Conduct Drone Surveys of fragile barrier beaches in the Southcoast MA area using NECWA's Phantom Pro 3 drone
- Use DroneDeploy software to create high resolution maps from the images collected by the drones
- Organize all of NECWA's drone and GIS data
- Set-up NECWA's Spark drone (Phantom)
- Utilize GIS software and Google Earth to plot and analyze drone data

Multi-Media Intern:

- Catalog all of NECWA's mulit-media material, including video tapes and digital videos
- Use NECWA's 3-D computerized whale in Maya to create short video clips of whale behavior
- Use video-editing software, including Final Cut Express and iMovie to create video material for NECWA to use for research, educational outreach and conservation activities

Accounting Intern: The person applying for this advanced position would be required to help in the handling of the accounting books. You would be assisting the accountant in the daily operations of bookkeeping and accounting.

- Utilize Intuit QuickBooks software to maintain NECWA's yearly accounting records
- Assist Office Manager with general office duties
- Assisting fundraising and social media activities
- Contacting companies and institutions to get NECWA on their grant and donation funds list

Virtual Assistant Intern: This person works both in the office and off-site to maintain NECWA's websites and social media sites.

- Social media management
- Responding to emails or setting up email lists
- Calendar management
- Presentation preparation
- A variety of other customer service tasks

Web Designer:

- Writing and editing content and photographs on NECWA's websites and social media sites
- Designing and changing webpage layout
- Updating websites
- Solving code problems

Educational Outreach Coordinator:

- Create and revise NECWA' educational materials
- Create advertisements for NECWA's many educational programs
- Contact schools, libraries and other educational institutions to schedule presentations
- Create advertisements for NECWA's life-sized inflatable of Salt, the Humpback Whale
- Provide text and digital media for inclusion on NECWA websites
- Conduct educational activities/presentations within the New England community

II - Research Activities

Spring, Summer and Fall Opportunities:

- **Southcoast Terrapin Project**

Interns assist with activities associated with NECWA's Southcoast Terrapin Project. This project is a multi-year project to study diamondback terrapins in the coastal waters of Wareham, Onset, Marion and Mattapoisett. Activities include 1) catching and documenting nesting female terrapins, 2) conducting standardized counts of swimming terrapins, 3) catching terrapins in coastal waters using canoes, kayaks and traps, 4) assisting with drone surveys of nesting beaches 5) pit-tagging and photo-documenting captured terrapins and 6) assisting with sediment analysis. Interns are also involved with educational outreach activities within the community and through NECWA's collaborations with other organizations

Late Fall and Early Winter Opportunities:

- **Ocean Sunfish Research:**

Interns assist with activities associated with NEBSHark (New England Basking Shark Project), a community-sighting network for basking sharks and ocean sunfish seen in Cape Cod Bay and Massachusetts Bay. From September through December, assistance is needed to respond to strandings of live and dead ocean sunfish on local beaches. Necropsies are conducted on dead animals and samples are collected and analyzed at a later date. Two projects include DNA analysis and Aging Determination. Typical time span is August through December.

- **Sea Turtle Rescues**

Interns work alongside NECWA staff to walk beaches in an effort to locate and rescue cold-stunned sea turtles that strand on southeastern MA beaches each fall and early winter. We work in collaboration with Mass Audubon at Wellfleet Bay. Typical time span is September through December.

- **Sea Turtle Necropsies with Massachusetts Audubon at Wellfleet Bay**

Working with staff at Wellfleet Bay, NECWA interns will have the opportunity to assist with sea turtle necropsies each winter. Sea turtles that will be examined are cold-stunned individuals that stranded in the fall and early winter on southeastern MA beaches, including those of Cape Cod. Necropsies are not scheduled in advance and are dependent upon the number of cold-stunned sea turtles that wash ashore during a particular season. Only available from mid-January through mid-February.

Note - Additional Activities - Not Required

Interns might choose to work on an individual project over the duration of their internship program. This project must be proposed by the student and agreed upon with the NECWA Internship Coordinator.

IV - Structure of Internship Positions

All intern positions are unpaid and are therefore on a volunteer basis. Interns must have their own transportation to and from work areas and housing is not provided. However, NECWA will offer suggestions and will provide assistance in any way possible. Some institutions and colleges provide stipends and honorariums for students to work with nonprofits like NECWA. NECWA staff will work with individual students to help secure this type of financial support from their college or institution if available.

V - Time Requirement

General Internship positions require a minimum commitment of 3 months. Start and end dates are scheduled, but can be flexible based on school schedules. Interns must work a minimum of 20 - 25 hours per week and pick-up one weekend day each week.

Mini Internship positions require a minimum commitment of 3 months. Interns must work at least 1 to 2 days each week for a total of 10 to 15 hours. When working at home or in the NECWA office, interns must be able to put in a 4 to 6 hour workday. Work schedules are decided on a case-by-case basis approved by the Intern Coordinator and/or project supervisor. Office and remote working schedules are available.

VI - Communication with Internship Coordinator

Interns are required to maintain consistent communication with the NECWA Internship Coordinator and their Project Supervisor. Regular communications on a weekly basis allow the Internship Coordinator and the Project Supervisor to keep

abreast of the intern's progress and provide guidance when necessary. Communications can be in the form of phone calls, emails or meetings.

VII - NECWA Training and Clothing Requirement

NECWA interns will need to pay a \$65 fee for training and logo apparel which includes a t-shirt, sweatshirt, and a hat. This is to be paid upon acceptance of the internship program and prior to starting. NECWA clothing is required for it identifies you as part of this organization when performing field research or working during rescues, strandings, and necropsies.

VIII - Qualifications

Internships are open to upper level high school, college, or graduate students, who are currently enrolled in, or have recently graduated from an accredited college or university.

Preference will be given to students or recent graduates working towards degrees in biology, environmental studies, marine science, education, or other related fields.

Additional Qualifications:

NECWA is looking for interns who:

- Demonstrate strong written and verbal communication skills
- Are adaptable, flexible, and willing to learn
- Are responsible and hard-working
- Can pay attention to detail when conducting field, lab and office activities
- Are able to work both independently and as part of a team
- Can think "outside of the box" and do not have to be told what to do and how to do it
- Demonstrate strong leadership skills
- Speak politely and appropriately to NECWA staff and other volunteers
- Are good listeners who are able to follow instructions
- Understand that they provide support to NECWA staff members
- Be willing to assist with additional activities and projects that support NECWA's mission

IX - Academic Requirements:

All interns in both the General and Mini Internship Program will be reviewed and graded by the NECWA Project Supervisor, the Internship Coordinator or the President.

Exit interview: As part of this grading process, interns must complete an exit interview and have it signed by their NECWA superior. An incomplete exit interview could result in an incomplete for the program or a weak recommendation.

X - To Apply:

Go to the NECWA website and fill out the intern application. Attach a résumé, cover letter and one letter of recommendation from a teacher or person that has worked with you.

OR

Download the Intern Application form. Attach a resume, cover letter and one letter of recommendation (not required) with the completed application form. Mail this material to:

NECWA
c/o Steve Parks
Intern Coordinator
PO Box 92
N. Carver, MA 02355
stevenparks007@gmail.com