



# Healthy Acadia

*Building vibrant communities in Hancock and Washington counties*

## **Development and Communications Intern**

Healthy Acadia seeks a Development and Communications Intern. The ideal candidate will be motivated to gain familiarity with non-profit management, increase their development and communications skills set, and contribute to a team working to strengthen community health across Hancock and Washington counties.

This is a roughly 10-hour/week three-month internship (schedule and hours flexible - to be negotiated). Vehicle required for travel to our Ellsworth office with occasional trips to our Machias office. A stipend is available.

### **Responsibilities:**

Administrative duties such as data entry, copy editing, earned media records maintenance, and more.

### **Qualifications and Experience Sought:**

- Competency in database work and/or confidence in ability to learn.
- Strong writing skills.
- High attention to detail, and an enjoyment of detail oriented work.
- Self-motivated, with ability to manage a program, set and keep deadlines, and to develop and follow own work plan.
- Personable and approachable.
- Strong communication skills; ability to listen well, speak and write effectively.
- Team player with professional standards, positive attitude and flexibility.

To apply: Email in a single attached document a cover letter, resume and contact information for three professional or academic references to: [shoshona@healthyacadia.org](mailto:shoshona@healthyacadia.org).

*Healthy Acadia is a 501c3 charitable organization. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.*