



Healthy Acadia

Building vibrant communities in Hancock and Washington counties

Development and Communications Intern

Healthy Acadia seeks a Development and Communications Intern to start in January 2018. 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

Hancock County Food Drive Intern

The Hancock County Food Drive is a month-long, countywide food collection and fundraising project that happens annually in March and supports the food security organizations of the Hancock County Food Security Network. Benefiting organizations include food pantries, community meals, and school backpack programs. Last year the drive raised 10,500 food items and \$15,000.

This is a roughly 10-hour/week commitment during the months of January and February, and between 20-40 hours/week in March and the first two weeks of April (schedule and hours flexible - to be negotiated). Vehicle required for travel to our Ellsworth office and elsewhere. A stipend is available.

To apply, email in a single attached document a cover letter, resume and contact information for three professional and/or academic references to Katie Freedman: katie@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.