The Hurricane Island Center for Science and Leadership (HICSL) is a transformative learning community on Hurricane Island in Penobscot Bay, Maine. Our mission is to integrate science education, applied research, and leadership development through year-round educational programs and a seasonal, environmentally-sustainable island community. Through experiential education programs and research opportunities in STEM disciplines we aim to excite people about doing science and about being leaders in the next wave of scientific discovery and environmental conservation.

The HICSL Stewardship Intern (hereafter referred to as the Intern) is a newly created position and will work closely with island-based Operations Staff and mainland-based Development/fundraising Staff to oversee all interactions with visitors to Hurricane Island. Hurricane Island offers public access, and each year, hundreds of people visit Hurricane Island to explore and enjoy its gifts. Engaging these visitors will be the primary role of the Intern, who is expected to be integrated into the day-to-day operations of the island and help HICSL maintain our collaborative and intentional community. The overall goal is for the on-island Intern to serve as the face of the organization that greets visitors, answers questions, and links island visitors to the ongoing work of Hurricane Island Center for Science and Leadership.

**Specific Responsibilities**

* Greeting visitors, signing them into our electronic system, ensuring that they understand expectations for island use, and introducing them to HICSL’s mission;

* Coordinating use of moorings with operations staff including using a rowboat and/or small power boat;

* Assisting mainland-based Development staff with planning and coordination of several on-island events, including three Farm to Table dinners, a luncheon for supporters, and guests attending the summer board meeting;

* Participating in weekly meetings with the Director of Development to reflect on stewardship goals, report on progress with managing visitor records, and to plan on-island events;

* Support Development efforts through photo documentation of island events and students in education programs, interviewing program participants and alerting mainland Development staff of on island events that may support development efforts and goals; and,

* Participate as a full member of HICSL’s island- and land- based professional community.

**Application Submission:** Please submit your application and all pertinent documentation through our online portal https://hurricaneisland.campbrainstaff.com
A successful candidate must possess these Essential Qualifications:

* Exceptional interpersonal skills;

* Comfort around the waterfront including the ability to operate a small skiff;

* Ability to interact with a diverse array of people from many walks of life, including both adult and youth program participants, commercial fishermen, sailors, and the island community;

* Attention to detail, ability to multi-task, and strong organizational skills

* Ability and willingness to work and live in a remote, island community with a rustic setting and shared facilities.

* Ability to work independently and as part of a team;

* Strong verbal and written communication, including proficiency with Microsoft Excel or an equivalent application;

* Work evenings, weekends, and holidays as needed; and,

* Maintain a positive attitude, demonstrate initiative, and communicate clearly.

Educational Benefits of the Position

HICSL is a relatively new organization with a growing presence in mid-coast Maine. This internship is an opportunity to learn strategies of outreach and donor cultivation from a small but highly professional development staff. Our size will make the personalized learning experience highly rich and student-centered. In addition this is an opportunity to work and live on in an educational setting that promotes strong science education, research, and sustainability education. Understanding our program and its promotion to a wider audience are highly transferable skills to other environmental nonprofits. This is a unique opportunity to work and live in an exquisite setting, while simultaneously developing valuable skills in donor cultivation, outreach, stewardship, tracking, and solicitation.

Compensation:

The Intern will receive room and board while on Hurricane Island in addition to a stipend paid bi-weekly. This is a paid, contracted position without benefits.

Application materials: (application review begins Feb 1 and continues until positions are filled)

* Completed electronic application at https://hurricaneisland.campbrainstaff.com

* Cover letter explaining your interest in this position and your relevant experience;

* A letter of recommendation from supervisor or other professional who can speak to your strengths, abilities, and qualifications; and,

* College transcript (unofficial is acceptable) if applicable - not required for this position.