

Bald Head Island Conservancy

Business Development and Retail Internship



Description

The Bald Head Island Conservancy on Bald Head Island, NC, is seeking undergraduate juniors, seniors, or recent college graduates with professional interests in business development and retail to join our nonprofit team dedicated to the conservation, education, and preservation of barrier islands. Duties are primarily assisting with fundraising events, marketing, assisting with retail operations for Turtle Central gift store and other tasks essential to revenue generating activities of a nonprofit organization. Interns will live and work on an island only accessible by ferry.

Position Responsibilities

- Work closely with the Development and Marketing team on fundraising and community events, including weekly Turtle Trots and Turtle Tuesdays.
- Assist with retail duties in the gift shop, opening and closing
- Create engaging social media and marketing content emphasizing our mission and brand with a focus on broadening our online presence and communicating with island visitors and members
- Grow our marketing program at the Hatchling Hut visitor center
- Work with the e-commerce supervisor to input product and market for increased sales
- Answer Conservancy program and event inquiries and register guests for programs
- Promote and practice stewardship of the Conservancy's facilities, properties, and equipment
- Create and execute an independent or intern-team project connecting our business operations with barrier island sustainability, conservation, or education.

Qualifications/Attributes

- Junior, senior, or recent graduate from any college or university majoring in business, marketing, nonprofit management or related fields
- Experience in fundraising, marketing, and retail operations preferred
- Growth mindset and curiosity, ability to be self-directed, detail-oriented, and communicate well with coworkers and supervisors
- Experience with and commitment to living and working in a group setting in a remote location
- Ability to work in physically challenging environment including extreme temperatures and field conditions while keeping an upbeat personality
- Confidence speaking to the public and answering questions about BHIC's Mission
- Must possess a valid Driver's License, be able to lift 40 lbs, and pass a background check

Details

The internship will run from **May 12 through August 15, 2025**. Average work week is 45-50 hours, with 1 full day off per week. Weekend work is required. Interns live in provided on-campus housing. More details at <https://www.bhic.org/internships>.

Compensation

Interns will receive a stipend of \$600 per month (pre-tax). Also provided are shared living quarters in the BHI Conservancy dorm, utilities including wireless internet, parking for a vehicle at the Deep Point Marina, and a weekly ferry ticket for trips between the island and the mainland.

How to Apply

E-mail a cover letter, resume, and list of 3 references as **1 PDF** to Executive Director Dr. Chris Shank at intern@bhic.org. **In the e-mail header, please write "Summer Business Development and Retail Internship."** Application deadline is **11:59 pm on January 15, 2025**. Direct questions to Dr. Chris Shank (shank@bhic.org) or Director of Finance and Business Operations Diane Cahoon, at diane@bhic.org.