



Friends of Chatham Waterways

Summer Intern 2025

Background

Friends of Chatham Waterways (FCW) was founded in 1983 as a non-profit organization committed to the protection, wise use and enjoyment of Chatham's fresh and salt waterways and adjoining lands. Our purpose is to serve as an informational resource regarding the condition, development, preservation and enhancement of our waterways and adjoining lands, and to take action on these issues.

FCW directors are stewards of Chatham's water resources: ponds, streams, tidal estuaries, wetlands, harbors and groundwater aquifer. We believe these natural resources are fundamental to the town's heritage, providing recreational and commercial opportunities while adding to its environmental and economic health. The primary interest of FCW is ensuring that the management of Chatham waterways is accomplished in ways that are compatible with the conservation of the community's natural resources and the character of the area.

Education, outreach and advocacy are central to the mission of FCW. For more details on our key areas of intervention please see [General Information – Friends of Chatham Waterways](#).

Objective

FCW seeks a summer intern to work on a number of tasks, generally focused on environmental education and outreach. These tasks will be further defined as the summer period approaches. Current anticipated areas of work, outlined below, include:

- Support FCW water-watchers (fresh-water/salt-water). Activities may include taking water samples from Chatham ponds bimonthly, , coordinating data with lab and reporting to FCW and social media with results.
- Increase and improve our communications and outreach.
 - In collaboration with communications committee and supervisor, identify key stories and other content - for example pond sample results, current topical issues, community educational campaigns etc.to be shared social media; manage the Instagram/fFacebook page;
 - Support the “Chatham H2O Pledge” campaign
 - Support the finalization and associated outreach for the FCW video

- Support the organization of and participate in outreach events, for example the Brewster Conservation Day, Chatham Environmental Fair and others throughout the summer.
- Participate in various environmental conferences, meetings and events.
- Revise and resubmit Chatham Orpheum slides; create social media slides with Chatham water factoids
- Support production of the newsletter and other print products.
- Organize a 4th of July Float for the Chatham parade
- Support the organization of the FCW annual meeting
- Identify fundraising opportunities for FCW for scholarships and/or other activities.
- Other FCW Committee support.
 - FCW Board of Directors has several committees. The intern may be asked to support discrete tasks on an as needed basis.
 - Scholarships - FCW has supported over 25 undergraduate and graduate students with Lewis E. Kimball scholarship awards. The intern will work with the scholarship committee on finalizing awardee information for website, press releases etc. Support the scholarship committee on revisions to the application process as well as standardizing the internship application for future years.

Timing

This is a part-time position with highly flexible hours. The intern will ideally be available an estimated 8 to 10 hours a week from late May/early June through early/mid-August. There is no office and the intern can work from home, although it is expected that the intern will participate in several in-person events/meetings, including at least one water sampling and two board meetings. Most of this can be scheduled with the individual's other work schedule in mind.

Remuneration

Remuneration is a \$2000 honorarium based on completion of tasks as approved by the supervisor. Honorarium will be awarded in two tranches; \$1000 to be awarded following the first 4 weeks and the second \$1000 upon completion of the internship.

Qualifications and Requirements

- Undergraduate or Graduate student in environmental studies; or no more than one-year post-graduation
- Residing on Cape Cod and/or the Islands for the internship period
- Strong writing and/or presentation development skills with an interest in communications
- Familiarity with social media platforms
- Available to support the July 4th parade float
- Personal computer

Supervision and Relationships

Once the Intern has been identified, a work plan with deliverables for the internship will be established. Day to day supervision will be undertaken by Michele Moloney-Kitts and/or Natalie Coleman-Fuller.

Kristin Andres, FCW president, and other members of the board will also interface with the Intern on specific tasks.

Application

Applications should include:

1. Cover letter to include
 - Name
 - Address (residency address on Cape Cod)
 - Short description of yourself – including your education situation (currently enrolled or recent graduate; areas of interest; etc)
 - Why you are interested in the position
 - Availability and other summer work commitments
2. Your C.V.
3. A short writing sample or a graphic you may have produced.

These should be emailed to scholarships@chathamwaterways.org