Purpose of the Organization/ Program
The New York Harbor Foundation is a non-profit organization dedicated to improving the condition of, and promoting access to and education about New York Harbor. The foundation was originally created in 2010 to support the Urban Assembly New York Harbor School and most of the foundation’s work is still carried out through the Harbor School. The Harbor School a New York City public high school on Governors Island with a mission to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Job Title or Position:
Summer Development and College Office Intern

Expectations/ Responsibilities of the Position:
Development research:
Using online research tools, research potential foundation, government and corporate grant opportunities.

Database support:
Assist Director of Development in routine updating and data cleanup.

9-11th Semester Program Follow Up:
Follow up with any students who participated in an Enrichment Program 2nd semester (semester abroad, internship, after school/weekend job). Organize this information for school records. Determine what worked and what did not. Conduct research on other enrichment opportunities based on feedback collected that may be a good match for Harbor School students.

Graduation Assistance
In Advance:
Preparation – organize press, volunteers, food, RSVP’s, pick up graduation program, maintain security list for ferry, field phone calls week of

Day of:
Alumni Sign in – Gather all contact information from any alumni who attend graduation
Ferry Check in – Help guests sign in and hand out programs

Summer Programs:
Field Assistant:
Go on summer school field trips (these could be anywhere in Manhattan or on a boat in New York Harbor).

On Campus Teaching Assistant:
Assist with any projects on campus that need an extra set of hands (garden, compost, aquaculture, art, biking, kayaking etc).

Qualifications:
Experience working with high school aged children
Interest in non-profits, education, boating, swimming, experiential learning, sustainability
Well spoken, good phone etiquette, little excel experience, online research

Working Conditions:
- Hours: Monday – Friday: 9:00AM – 4:00PM
- Dress Code: Casual and neat
- Working in Development Office, College Office and outside with students (all located on Governors Island)
- Public Transportation will be necessary to get to school (Subway and then free ferry)

Created January 2011
On-Site Mentor/Supervisor:
Jessica Champness
Director of Development
10 South Street, Slip 7
New York, NY 10004
646-263-9363
jchampness@nyharbor.org

Supervision Plan:
Supervisor will be available as needed in addition to regularly scheduled staff meetings

Preparation:
Intern should read *The Big Oyster* by Mark Kurlansky
Intern will be provided with more information about the school that he/she should be familiar with

Additional Comments:
New York Harbor School hopes to have two interns, but would be thrilled to have just one if that is all that is possible this year. Last summer we had an incredible experience with our Shepherd Intern, Leanne Stone.