

# Communications & Development Assistant



## KHLT ALASKA CONSERVATION FOUNDATION 2026 SUMMER INTERNSHIP

**Location:** Homer, Alaska

**Position type:** Temporary internship

**Salary Range/Hours:** \$20/hour, 25-30 hours per week, 12 weeks beginning mid-May

**Applications accepted by email:**  
[Hayley@kachemaklandtrust.org](mailto:Hayley@kachemaklandtrust.org)

## ABOUT KACHEMAK HERITAGE LAND TRUST

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Kachemak Heritage Land Trust is a 501c3 nonprofit organization first founded in Homer, Alaska in 1989. Our mission is to conserve the natural heritage of the Kenai Peninsula for future generations. We work with willing landowners to protect important pieces of land in perpetuity. KHLT currently has a staff of seven, an annual operating budget of nearly \$1 million, and over 4,000 acres of land under our care.

## JOB DESCRIPTION

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The responsibilities of this internship will be primarily focused on assisting the Communications & Development Manager with a variety of fundraising and outreach initiatives. The intern will also have the opportunity to work with other KHLT departments including operations and stewardship, including field visits. This position will foster development of communication skills, project coordination, nonprofit operation expertise, and fundraising techniques. Duties may include but are not limited to:

### Events:

- Assist with event preparations including purchasing and gathering supplies, packing, preparing activities, soliciting in-kind donations, hanging flyers
- Set up, tear down, and run booths at events
- Take photos of events and save them according to KHLT's filing protocol
- Take payments, track ticket sales, and log donations as needed

### Fundraising:

- Draft, edit, and assemble large mailing projects
- Enter data into Little Green Light, KHLT's donor database
- Assist with gaming activities including selling raffle tickets, tracking sales, coordinating with donors

### Outreach:

- Assist with curation of articles for Landmarks magazine, website blog, and e-Newsletters
- Proofread print and digital content
- Create and edit social media posts

### Stewardship:

- Assist with annual conservation property monitoring visits as requested
- Participate in trail maintenance work parties
- Work with stewardship volunteers
- Clean office building as part of regular rotation with all staff

## **MINIMUM QUALIFICATIONS**

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- Excellent communication skills including in-person conversations, public presentations, and written communication
- The ability to effectively communicate in a professional, cooperative, tactful, personable, and often confidential manner with a variety of individuals, including coworkers, colleagues, landowners, contractors, Board and Committee members, and the general public
- Ability to hike and work in remote rugged terrain with 30lb backpack in all types of weather conditions
- Comfortable working with volunteers and paying special attention to the comfort and safety of all participants
- Positive attitude, self-directed, reliable, efficient, diligent, passionate about KHLT's mission, and a team-player
- Timely and organized with keen attention to detail

### **Additional Notes:**

This position reports to the Communications & Development Manager. Work hours will include evenings and weekends. Hours will average 25-30 per week with some flexibility as approved by the supervisor. KHLT has two office locations within walking distance of each other. This position will primarily work in-person out of a shared space at KHLT's "Poopdeck" headquarters and will require frequent trips between the two offices and may occasionally allow for remote work. While no housing or transportation is provided, KHLT will assist in securing if needed.