



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Martha's Vineyard Community Services

**Internship Location:** Martha's Vineyard, Massachusetts

**Required Dates:** Yes  No  If yes, internship must start on: 6/1/10 and end on 8/6/10 or must include the period:

June through first week of August, 2010

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

If necessary, we may be able to find housing for the student for nominal costs.

### **Expected working schedule for this internship:**

Start Time: 8:30 am                      End Time: 5:00 pm

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Hours will be flexible though as there will be occasional evening meetings.

Lunch break: 1 hour (duration)                      (specific time, if applicable)

**Additional Information**, if necessary:

## **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

Martha's Vineyard Community Services is a non-profit organization that is the largest human service provider on the Island. Martha's Vineyard Community Services' mission is to enhance the lives of those it serves by meeting the comprehensive needs of individuals, families, and the community through a

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partnership of programs that provide accessible education and health and human services of the highest quality.

### Our Core Values:

- *We believe that the health, safety and well-being of each individual and family we serve is a human right, not a privilege.*
- *We are committed to excellence, professionalism and accountability in our service to individuals, families, and the community.*
- *We value and foster partnerships with community agencies, programs, funders, and individuals that improve the quality of life in our community.*
- *We embrace cultural competency, and the principles of equal access and non-discriminatory practices in service delivery.*

The agency's roots were established in 1961, when a community mental health center was formed to serve the Island population. The agency's programs are: *Early Childhood Programs, Island Counseling Center, Disability Services, CONNECT to end violence, and the Thrift Shop*. These programs are housed at our main facilities across from the high school on Edgartown-Vineyard Haven Road and also delivered at outpost locations (i.e. client homes, the Daybreak Clubhouse, MV Hospital Emergency Room, Dukes County House of Correction, schools, senior centers, employer sites, etc.) More information about our services may be found on our website: [www.mvcommunityservices.com](http://www.mvcommunityservices.com).

MVCS employs 100 staff members and scores of volunteers who assist more than 6,000 clients and participants per year. Our constituency reflects the full breadth of the very diverse people who make up the Vineyard community. Service organizations on Martha's Vineyard are challenged by the wide swing in population that occurs between the winter and summer months. According to census figures from 2000, the year round population on the Island stands at 15,007. The shoulder seasons (spring and fall) generally see a significant influx of seasonal residents, and during the summer, the population on the Island population reaches 105,620.

Because of its unique appeal as a vacation destination for people from all over the world, Martha's Vineyard sports the reputation of being a very wealthy, affluent community. In reality, Dukes County is the 2<sup>nd</sup> poorest county in the state of Massachusetts and the year-round residents of the Island struggle to deal with the following:

- *Highly seasonal, tourist-driven economy;*
- *A cost of living 21-25% higher than the rest of Massachusetts;*
- *A median income of well below the state average;*
- *High rates of unemployment in the winter months; and*
- *Lack of stable, affordable year-round housing.*

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As a private, not-for-profit agency, MVCS fees are determined on a sliding scale and are based upon the ability of an individual or family to pay. Funding comes from:

- *State, federal and local contracts for services.*
- *Fees charged for services on a sliding scale, often reimbursed by Medicare, Medicaid, and private insurance (totaling 40%).*
- *The community provides a vital 20% of the total through private donations and special events.*

The Princeton intern will make a vital difference to our organization by assisting MVCS with its summer special events fundraising. Melody on Music Street is a dinner that we hold for friends of MVCS where we highlight stories of how our work has made a difference for clients and the community. The Possible Dreams Auction is one of the premier fundraising events in the country, raising over \$500,000 annually for MVCS. Led by volunteers, celebrities help to auction events and experiences that cannot be bought in the market place. More information about the Possible Dreams Auction may be found on our website and directly at [www.possibledreamsauction.com](http://www.possibledreamsauction.com).

### **Internship Description**

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

**JOB SUMMARY:** The Development Intern will assist the Director of Development, the Development Assistant and the Special Events Coordinator with tasks related to the Possible Dreams Auction and another event, Melody on Music Street. S/he will report to the Director of Development.

### **ESSENTIAL FUNCTIONS:**

1. Represent MVCS and the Possible Dreams Auction in the community through the sale of advertising for the Possible Dreams Auction Program. The Intern will work closely with the Development Assistant to identify prospective ad sponsors and prepare requests. S/he will ensure that all ads are secured and in-house by the required deadline.
2. Assist with public relations related to the Possible Dreams Auction.
3. Assist with set-up for both Melody on Music Street and the Possible Dreams Auction.
4. Attend Possible Dreams Auction Committee meetings as requested.
5. Provide logistical support for the Possible Dreams Auction and Melody on Music Street as requested by the Special Events Coordinator and/or the Development Assistant.

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6. Other tasks as assigned.

The Princeton student will gain significant experience in marketing and in the organization of special events. In addition, the student will be introduced to a network of people from all over the United States that may be beneficial in future endeavors. Finally, the student will be able to say, "I have made a significant difference by helping to make lives better for others."

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

1. Previous experience in fund raising, marketing, public relations and/or sales.
2. Must possess excellent oral and written communication and computer skills; knowledge of publishing software a plus.
3. Comfortable working with persons of different backgrounds, including those with a high net-worth.
4. Able to handle short-term, time-based event planning.

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