Friends of Elizabeth II, Inc. is a non profit support group for the representative 16th century sailing ship, the Elizabeth II and Roanoke Island Festival Park, a NC State Historic sight, located in Manteo, NC. The Friends offer programs and special events to a membership base, operates the parks Museum Store and owns and operates a 30 room Guest House. The summer internship with Friends of Elizabeth II will work directly with the Executive Director and offer an opportunity to experience a broad range of responsibilities and work situations including, but not limited to:

1. Opportunities to gain understanding of the organizations administrative and managerial operations including: policies and procedures, governmental regulations, marketing/promotional activities, financial processes, record keeping, and staff relations.
2. Training in the management and operations of the Guest House, including front desk operations, financial administration, planning, scheduling, and supervision of housekeeping and maintenance. Following training, the intern will participate in the daily operations of the Guest House facility.
3. Involvement in the development, planning and marketing of programs and events, specifically targeting the organizations membership base. The intern will be offered the opportunity to take a leadership role in at least one special event, to be assigned by the Executive Director.
4. Opportunities to gain insight and observe the relationships involving the non profit organization, its board, the State facility and governing bodies.

This internship will be based on a 40 hour work week for a term of 10 weeks, to be completed between May – August 2013. Housing will be provided and the intern will be eligible for a stipend, to be determined by the board of directors, at the conclusion of the internship.

Submitted by: Deborah B. Gibbs
Executive Director
Friends of Elizabeth II
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