



NAMMA 2025 Internship Job Description

Background

Seafarers' Friend is a regional non-profit organization providing physical, social, emotional, and spiritual support to seafarers arriving in New England ports. A grant from the ITF Seafarers' Trust has allowed Seafarers' Friend to offer a ***seafarers' welfare internship*** at its Portland Maine office in summer 2025. Support will be for a 3 month internship (normally, June – August). This internship is offered through and in conjunction with the North American Maritime Ministry Association (NAMMA). Upon successful completion of this internship, a full time position will be offered.

Job Description

The intern will have the opportunity to participate in all aspects of active maritime ministry and nonprofit management within the Seafarers' Friend organization. This includes but is not limited to: interacting with international seafarers in the field via ship visits and within the Portland Seafarer Center; working closely with Seafarers' Friend staff, volunteers, interns, affiliate partners, and allies in the greater Portland community; and carrying out the daily operations of an historically rich, faith-based nonprofit organization. Interns will also participate in educational and professional pursuits to inform their vocational discernment and holistic growth, through in-person support and supervision as well as online training facilitated by NAMMA. The following is an inclusive but not exhaustive list of tasks and activities to be delivered over the duration of the placement:

- Promote seafarer welfare via ship visits and direct support services within the Portland Maine Seafarer Center.
- Support the Seafarer Center's Portland-based package pickup program.
- Support general operations of a growth-focused nonprofit organization via administration, communication, marketing, social media, and volunteer engagement.
- Network with community partners including local and regional educational institutions, faith based organizations, businesses, maritime agencies, and others in support of the maritime industry and community development.
- Receive direct supervision and support from Seafarers' Friend and NAMMA in pursuit of the interns' professional development.
- Attend the 2025 NAMMA Annual Conference

Schedule: Flexible, part time up to 30 hours/week with an average time commitment of 20 hours/week over the course of the internship. Might include early mornings, evenings, weekends, and special events.

Salary Range: \$25 per hour



 Seafarers' Trust

Location: Principal work responsibilities will be at the Seafarer Center located at 305 Commercial Street, Portland ME.

Skills, Education and Experience

- Ability to work with and serve those from diverse cultures and backgrounds.
- Moderate proficiency in computer applications (word processing, spreadsheets, etc.) and Internet tools.
- Ability to operate both independently and collaboratively.
- Demonstrated aptitude to comprehend directions and to perform assignments with minimal supervision.
- High level of professionalism and confidentiality.
- Ability to work effectively in a faith-based ecumenical setting.
- Current enrollment in or completion of a degree from an accredited university in any major preferred but not required.
- Non-profit or para-ecclesiastical experience, lay or ordained, is not required, but might be advantageous.
- Knowledge of or experience with the maritime world is advantageous.

Applications will be electronically taken at chaplain-portland@seafarersfriend.org.

Please include the following:

- i. A brief cover letter
- ii. A copy of your C.V.
- iii. Two references

Consideration of applications will begin immediately.

Contact information: Marrian Vinson Tronvig
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Website: www.seafarersfriend.org