



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

Environmental Planning Internship Position Announcement

Job Description. The Environmental Planning Intern will assist with review and updating of the Estuary Program's Comprehensive Conservation & Management Plan (CCMP), which outlines the challenges facing the estuary and the actions to address them. This intern will review the plan in light of guidance for plan updates. He/she reports to the Assistant Director.

The Organization. The Morro Bay National Estuary Program brings citizens, local governments, non-profits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit www.mbnep.org.

Duties and Responsibilities.

- **Review CCMP:** Review the existing management plan, updated in 2012. The US EPA reviews the CCMP for compliance with certain guidelines which are spelled out in a guidance document. Duties will include review of CCMP for conformance with these guidelines.
- **Track Status:** Track the actions completed against the goals and tasks set out in the plan. Identify areas of the plan that have been completed and those that require additional work.
- **Strategize Update:** Assist with identifying approaches to create updated action plans and corresponding goals and objectives.

Minimum Qualifications.

- BA/BS in city/regional/environmental planning, natural resources, environmental science, or related field
- Relevant work experience, coursework, and projects in city/regional/environmental planning
- Must be detailed-oriented and able to manage multiple responsibilities
- Must be able to work independently while responding to feedback and direction.



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Preferred Qualifications.

- Knowledge of environmental conservation and management principles
- Experience working in the environmental conservation field and with small non-profit organizations
- Project management experience

Pay, Benefits, & Work Environment. This is a non-exempt, part-time position of approximately 10 to 12 hours per week, with a negotiable hourly rate starting at \$18/hour, depending on experience. The position runs from January 8 to March 23. Benefit package includes sick leave. Casual office environment. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a non-profit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume and cover letter to the Morro Bay National Estuary Program. Email submissions preferred. Please send to staff@mbnep.org, subject line – *Environmental Planning Intern*. Applications are due by **Wednesday, November 15 at 4 p.m.** Proof of valid driver's license, insurance, clean driving record, and reliable transportation required for employment. The Bay Foundation is an equal opportunity employer.