

COMMUNICATIONS AND OUTREACH INTERN

Job Description. The Communications and Outreach Intern is a dynamic and creative individual that assists with planning and logistics for outreach events, education activities in elementary and middle school classrooms, and educational content development for the Estuary Nature Center and Estuary Program website. He/she reports to the Communications and Outreach Coordinator and is an ambassador for the Estuary Program on estuarine and watershed conservation efforts.

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 MBNEP.org.

Duties and Responsibilities.

- Assist with planning, designing, and logistics of outreach and special events, including State of the Bay events. This is a triennial series of events to share scientific results and a clean water message.
- Help coordinate with Estuary Program partners for scheduling and programming of events.
- Distribute and help develop promotional materials for events.
- Help lead watershed model demonstrations and other educational activities for elementary and middle school classrooms.
- Engage the public at Estuary Program and partner events to educate about the health of the bay.
- Research and create content for new displays in the Estuary Nature Center.
- Create activities and content for a variety of ages for the Estuary Program website and associated apps.

Minimum Qualifications.

- Strong written and verbal communication skills with experience presenting in front of a classroom or group.
- Demonstrated capability exercising initiative and exploring creative solutions.
- Ability to work independently and complete tasks in a timely and accurate fashion.
- Ability to work well with a team, maintain a positive attitude, and be flexible.
- Experience organizing multiple projects at once, tracking tasks, and scheduling.
- Full computer proficiency with Microsoft Office Suite.
- Completion of at least one year of college.
- Interest in community outreach and environmental science.
- Ability to carry items for events up to 20 lbs. for short distances.
- Reliable transportation and clean California driving record and proof of insurance.

Pay, Benefits, & Work Environment. This is non-exempt, temporary, part-time position with an hourly rate of \$13. Position begins in January and runs through May 2017. Occasional evening and weekend work for various events within San Luis Obispo County, both outdoors and indoors. Casual

office environment and flexible schedule. 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 – *Communications and Outreach Intern*. **Applications are due by 4 p.m. on November 18th, 2016.** Submissions will be reviewed on a continual basis until the deadline. Proof of valid driver's license, insurance, clean driving record, and reliable transportation required for employment. The Bay Foundation is an equal opportunity employer.