



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 management and coordination of Technical Advisory Committees, preparing for the Program Evaluation process with EPA grant managers, tracking the status of ongoing issues and partner efforts, and creating content for an online version of an environmental report card, and coordinating events for our upcoming series of State of the Bay events throughout Spring 2020. 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.

- **Coordinate Technical Advisory Committees:** The Estuary Program has a series of committees with specific technical focuses. Intern will assist with coordinating these committees, developing meeting agendas, etc.
- **Education & Outreach:** The Intern will compile online content for our triennial State of the Bay report card. A print version is currently in development, and the Intern will oversee expanded online content under the direction of Estuary Program staff.
- **Event Coordination:** The Intern will assist with developing and coordinating education and outreach events with the general public to share the results of the State of the Bay report card.
- **Preparing for Program Evaluation:** Every five years, EPA visits each National Estuary Program to assess its progress. Our Program Evaluation will occur in 2020, and the Intern will assist with compiling the required materials for EPA's review and with coordinating the logistics of the process.
- **Tracking Relevant Issues:** The Intern will track the progress and status of issues relevant to the Estuary Program to help keep staff up to date.



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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.

Preferred Qualifications.

- If enrolled in a master's program, a second-year student is preferred.
- 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 November 18, 2019 to August 30, 2020. 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 **Friday, October 25 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.