



601 Embarcadero, Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://www.mbnep.org)

## Environmental Projects Intern Position Announcement

The Estuary Program is seeking a self-motivated individual with strong writing and organizational skills as well as an educational background and interest in the environment.

**Job Description.** The Environmental Projects Intern will synthesize information for project reporting, support public communications through writing and research, and provide project management support for conservation, monitoring, and education projects. This position supports the management and administrative team of our organization and provides the opportunity to learn about many aspects of nonprofit management, such as grant management, reporting, public communications, and coordination with partners on a variety of conservation-oriented projects. The Environmental Projects Intern reports to the Executive Director and will work remotely.

**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](http://www.mbnep.org).

### Duties and Responsibilities.

- **Support Organizational Capacity:** This position will be flexible and adapt to changing capacity at the Estuary Program as the COVID-19 pandemic continues to affect our projects and partnerships. The Intern will meet remotely at least weekly with the Executive Director to set priorities and ensure coordination. The Executive Director will endeavor to support skill development in areas of interest to the Intern.
- **Education & Outreach:** The Intern will research topics for blog posts, website content, social media posts, and other outreach communications. The Intern will have the opportunity to draft communication pieces.
- **Grant Management:** The Intern will synthesize information and help write grant reports to keep the organization in good standing with a wide variety of funders (state, private, and federal).



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- **Project Management:** The Intern will support coordinating of partners, preparing grant invoices, and creating reports for projects such as stormwater management, creek restoration, and educational materials.
- **Coordinate Technical Advisory Committees:** The Estuary Program has a series of committees with specific technical focuses. The Intern will assist with coordinating these committees, developing meeting agendas, etc.

### **Minimum Qualifications.**

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

### **Preferred Qualifications.**

- Currently enrolled in or recently graduated from a master's program in a relevant field.
- Knowledge of environmental conservation and management principles.
- Experience in the environmental conservation field and with small non-profits.
- Project management experience.

**Pay, Benefits, & Work Environment.** This is a non-exempt, part-time position of approximately 10 to 15 hours per week, with an hourly rate of \$18/hour. The position runs from approximately September 28 to December 18, 2020, with some flexibility on start and end dates. Benefit package includes sick leave and work from home reimbursement. Primarily remote 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](mailto:staff@mbnep.org), subject line – *Environmental Projects Intern*. The Estuary Program would like to fill the position as soon as possible, and so the review and selection process will proceed as applications are received. Applications will be accepted until Monday, September 21 at 4 p.m. The Bay Foundation is an equal opportunity employer.