



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

Community Engagement and Education Intern Position Announcement

Job Description. This part-time internship supports the Estuary Program's education, communications, and outreach programming efforts with the goal of increasing the community's understanding of bay issues, promoting actions to protect the bay, and publicizing the work of the Estuary Program. The Community Engagement and Education Intern reports to the Community Engagement Projects Manager.

The Organization. The Morro Bay National Estuary Program brings community members, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, nonprofit 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.

Essential Duties & Responsibilities. These are the anticipated duties and responsibilities, which may shift with program priorities.

- Collaborate with Estuary Program staff to create and share content on the Estuary Program social media pages, semi-weekly blogs, and the quarterly Newsletter, *Between the Tides*.
- Help prepare for and facilitate field trips and school groups in the Morro Bay watershed and throughout San Luis Obispo County.
- Support the implementation and facilitation of teacher/educator training workshops.
- Assist with outreach efforts including community events and tabling, farmers market tabling, and Estuary Program hosted events.
- Provide general support to the program's Education & Outreach efforts, which involve printed publications, maintenance and upkeep of our Nature Center, and other duties as assigned.

Minimum Qualifications.

- Currently enrolled in a college degree program focused on education, communications, environmental studies, or a related field
- Experience with social media (particularly Instagram and Facebook)
- Availability to work evenings and weekends as needed
- Must be detail-oriented and able to manage multiple responsibilities
- Strong verbal and written communication skills



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- Comfortable with speaking to the general public during outreach events

Preferred Qualifications

- Junior or Senior standing in a BA/BS program focused on education, communications, environmental studies, or a related field
- Experience teaching youth in formal school settings, summer camps, or other outdoor and environmental education settings
- Professional experience with social media
- Some level of Spanish language proficiency

Pay, Benefits, & Work Environment. This is a non-exempt, part-time temporary position of approximately 10 to 15 hours per week, with an hourly rate of \$18 to 20, depending on experience. The position runs from approximately late February to June 14, 2024, with some flexibility on the start and end dates to accommodate the academic calendar. Scheduling will be flexible, although must have some availability during regular business hours (Monday to Friday, 8 a.m. to 5 p.m.) and on some evenings and weekends for events. Applicant must be able to attend in-person events and meetings throughout the Morro Bay, Los Osos, and San Luis Obispo areas. Work will take place in the office, at home, and out in the community. Benefits package includes sick leave and work-from-home support. Required safety protocols for all staff follow current COVID-related public health guidance. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit 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- *Community Engagement and Education Intern Application*. The Estuary Program would like to fill the position as soon as possible, and applications will be reviewed as they are received. Applications will be accepted until **Friday, February 16 at 4 p.m.** and will be reviewed on a rolling basis. Proof of valid driver's license, insurance, clean driving record, and reliable transportation are required for employment and must be confirmed before a final offer is made. Applicant must comply with organization policies regarding working with youth and students.

Diversity, equity, and inclusion are core values at the Bay Foundation of Morro Bay, and we are committed to creating a diverse workplace. The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.