



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 tracking the status of ongoing issues and partner efforts and developing measurable targets for management plans. The position reports to the Executive Director.

The Organization. The Morro Bay National Estuary Program brings the community, local governments, nonprofits, 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.

- **Management Plan:** The Intern will support development of indicators to track the status of the program's Comprehensive Conservation & Management Plan and help develop a public-friendly progress report.
- **Environmental Justice:** The Intern will support efforts to implement an Equity Strategy to track project benefits to disadvantaged communities.
- **Communication:** The Intern will assist in developing communication strategies and content to share the results of our work.
- **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.
- **Mapping Support:** The Intern will use ArcMap to assist with developing maps to share data.

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 detail-oriented and able to manage multiple responsibilities
- Must have strong writing skills
- Must be able to work independently while responding to feedback and direction



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Preferred Qualifications.

- Master's degree level student in city/regional/environmental planning, natural resources, environmental science, or related field preferred
- Knowledge of environmental conservation and management principles
- Experience working in the environmental conservation field and with small nonprofit organizations
- Project management experience

Pay, Benefits, & Work Environment. This is a non-exempt, part-time position of approximately 24 hours per week, with an hourly rate of \$20/hour. The position runs from approximately June 17, 2024 to September 20, 2024. Start and end dates can be shifted to accommodate the academic calendar. Scheduling will be flexible, although must have some availability during regular business hours. Remote/hybrid options. Applicant must reside in the state of California. 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 – *Environmental Planning Intern*. Applications are due by **Friday, May 3 at 4 p.m.** Applications will be reviewed as they are received, and we expect to fill the position prior to the closing date. 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. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

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.