



PENSACOLA & PERDIDO BAYS ESTUARY PROGRAM

PAID DEVELOPMENT INTERNSHIP OPPORTUNITY (Fall 2022)

Organization: Pensacola and Perdido Bays Estuary Program (PPBEP)

Location: Pensacola, FL

About the Pensacola and Perdido Bays Estuary Program

The Pensacola and Perdido Bays Estuary Program is a non-regulatory, stakeholder-driven organization that works to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our estuaries.

About the Position

The Pensacola and Perdido Bays Estuary Program is seeking a Development Intern to assist with Program development including fundraising events, membership drives, capital campaigns, donations, Brewery Proceeds Program, and business sponsorship opportunities. The selected intern will be expected to assist with programs and events, but the internship is flexible and can be shaped to have a focus that matches the selected candidate's strengths (e.g., donor database management, outreach, event coordination, etc.).

Job Duties:

- Coordinate the Brews for the Bay Program
- Assist with PPBEP's first annual State of the Bays Gala
- Assist with implementing the Program's membership program
- Assist with obtaining business sponsorships
- Coordinate PPBEP's donor database
- Assist with reporting PPBEP's return on investment to funders, members, and sponsors
- Provide administrative and facilitation support for PPBEP meetings
- Other duties as assigned

Position Requirements

Individuals applying for this internship should meet the following qualifications:

- Enrolled in an undergraduate institution and completed at least 2 years of college education, or recent graduate, in a related field of study (environmental policy/management, business administration, communication, marketing or similar fields)
- Have general understanding of fundraising for environmental organizations
- Able to speak clearly and comfortably with diverse audiences and a willingness to work with people with different viewpoints, experiences, perspectives, and backgrounds
- Willing to work a minimum of 20-30 hours/week (including one weekend day)
- Comfortable coordinating and supervising volunteers who may be older or younger
- Organized, self-motivated, and able to work independently or as part of a team
- Possess good verbal and written communication skills, and comfortable using standard computer programs and communication devices

- Willingness to work on a flexible schedule, which may include weekends, evenings, and holidays
- Access to accommodation in the area, or within one-hour drive
- Valid driver's license and willingness to travel locally

Preferred Experience/Knowledge

It is preferred that individuals applying for this internship position also have experience and knowledge related to:

- Knowledge of and experience with the Pensacola and/or Perdido watersheds and their environmental/human communities and issues
- Donor/database management
- Fundraising
- Event coordination
- Speaking with diverse industry representatives, stakeholders, and the public at large
- Project coordination
- Marketing

Service Term (approximate):

Start Date: August 22, 2022.

Approximate End Date: December 16, 2022 (flexible)

Internship lasts approximately 12 weeks, 20-30 hours per week.

Compensation: \$15.00/hour (no benefits)

This is a paid short-term internship opportunity with the Pensacola and Perdido Bays Estuary Program.

PPBEP is happy to work with the applicant to obtain relevant credit(s) through college/university programming, such as directed independent study (DIS), internship credit hours, etc. Applicant should indicate if they intend to pursue this in application letter. The work schedule is flexible to accommodate the applicant's class schedule.

Application

- Interested applicants should apply by **11:59 pm CT on Monday, July 4th** and must include a resume and cover letter sent directly to Logan McDonald at lmcdonald@ppbep.org.
- Your cover letter should describe your interest in working with PPBEP, any relevant experience you may have, and what you can contribute as a PPBEP intern.
- Please include a listing of your preferred availability, including any weekend conflicts you may have throughout the fall.
- If selected, a background check may be conducted.

PPBEP aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity. We are able to grow, learn, and serve the communities of the Pensacola and Perdido Bay watersheds better with a diverse team. In recruiting for our team, we welcome the unique contributions that you can bring associated with your individual lived experiences and beliefs. We welcome all interested prospects to apply for this position, regardless of race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, and religious and political belief.