



## PENSACOLA & PERDIDO BAYS ESTUARY PROGRAM

### PAID OUTREACH 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 an Outreach Intern to assist with public outreach including environmental education, public engagement activities, content development, marketing events, media relations, and social media and community relations. 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., video editing, environmental education, design, etc.).

#### **Job Duties:**

- Assist with event planning and coordination for National Estuaries Week activities from September 17<sup>th</sup>-24<sup>th</sup> (Community Grant Symposium, Coastal Cleanup, Guided Paddle Trips, Lunch & Learn, Brews for the Bay program, etc.)
- Support K-12 curriculum development and hands-on classroom activities and field trips to support our Trash Free Waters Project
- Represent PPBEP at festivals and events and share key messages with the public
- Foster learning opportunities that inspire people of all ages
- Assist with planning and hosting PPBEP's first annual State of the Bays Gala
- Provide administrative and facilitation support for PPBEP meetings
- Develop content (photos, videos, graphics, articles) for flyers, newsletters, social media, campaigns, website, etc.
- Update PPBEP website (event calendar, meeting minutes, etc.) and newsletter distribution list
- 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 (biology, marine science, environmental policy, science education, communication, marketing or similar fields)
- Have general understanding of conservation

- Able to speak clearly and comfortably with diverse audiences and a willingness to work with people with different viewpoints, experiences, perspectives, and backgrounds
- Able to spend 4-6 hours outside, with considerable time standing, walking, and speaking
- Able to lift 40 lbs
- 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, communication devices, and social media platforms (Microsoft Suite, Adobe Acrobat, Adobe Creative Suite, Canva, Facebook, Instagram, YouTube, TikTok, Zoom, Constant Contact, etc.)
- 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
- Experience in environmental education, classroom teaching, nature interpretation, communications, or marketing
- Videography and video editing
- Photography
- Website experience and familiarity with html
- Graphic design and experience using Canva, Adobe, etc.
- Kayaking experience

### **Service Term (approximate):**

Start Date: August 22, 2022.

Approximate End Date: December 16, 2022 (flexible)

Internship lasts approximately 12 weeks, 20-30 hrs. 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, cover letter, and writing sample sent directly to Logan McDonald at [lmcdonald@ppbep.org](mailto: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.
- The writing sample should be in a journalistic/blog style (1-2 pages). We are seeking an intern with an engaging, story-telling voice to help get PPBEP's message across.
  - Please avoid submitting an academic paper, the sample should be written in an accessible style, for the public. Possible writing samples include a memo, fact sheet, backgrounder, formal blog, article, or a one-page excerpt from a longer piece.
  - If you do not have a suitable writing sample, consider writing one for your application. Your writing sample can be about any topic, but if you draft an article specifically for this internship application, here are some topic ideas:
    - why property owners should consider a living shoreline
    - a feature on one of our estuary habitats or wildlife species
    - how homeowners can practice bay-friendly landscaping
    - the importance of stormwater/sewer infrastructure and septic to sewage conversions
- Please submit a portfolio with any relevant examples of your work if your application includes a focus on marketing, design, videography, or photography.
- 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.