



PENSACOLA & PERDIDO BAYS ESTUARY PROGRAM

PAID EDUCATION AND OUTREACH INTERNSHIP OPPORTUNITY

The Pensacola and Perdido Bays Estuary Program's (PPBEP) mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

The Education and Outreach will assist with public outreach including environmental education, public engagement activities, content development, marketing events, media relations, and social media and community relations.

EXAMPLE OF DUTIES

- Support K-12 curriculum development and hands-on classroom activities and field trips in support of the NOAA B-WET Pensacola Bay Oyster REEF Curriculum
- Train and coordinate volunteers and event coverage in support of Panhandle Manatee Program
- Represent the program at festivals and events (including occasional weekends and evenings) and share key messages with the public
- Assist with event planning and hosting, including National Estuaries Week, Community Grant Symposium and Evening for the Estuaries 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

PPBEP TEAM CREED

Our PPBEP team is united by a shared purpose: to restore and protect our watersheds and enhance the quality of life in our communities. We are guided by core values in all our actions and interactions, creating an environment where we can excel individually and collectively.

We commit to:

Dependability: We honor our commitments and take personal responsibility for our work. We are prepared, follow through, and contribute our best, ensuring our collective success.

Adaptability & Flexibility: We embrace change with an open mind, adjusting to new challenges and opportunities. We step up, fill gaps, and persevere through evolving demands, knowing our strength lies in working together.

Open & Active Communication: We foster an environment where diverse perspectives are valued and respectfully shared. We communicate confidently and listen actively, ensuring clarity, understanding, and progress.

Trust & Respect: We believe in each other's competence and positive intent. We respect each team member's individuality, skills, and ability to manage their workload. This trust anchors our relationships and creates a supportive, nonjudgmental environment.

Collaboration & Support: We are a unified team supporting each other and our shared initiatives. We readily assist when needed and embrace a spirit of partnership, ensuring our collective efforts improve both individual performance and the organization's impact.

Service Oriented: We are driven by a profound sense of service above self, acting as trusted community ambassadors. We prioritize responsiveness to the needs of our member organizations and our shared purpose to enhance the well-being of our watersheds and communities.

TYPICAL QUALIFICATIONS

Minimum 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)

Knowledge, Skills, Abilities and Other Characteristics (KSAO's):

Willing to work a minimum of 20-30 hours/week (including one weekend day)

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.

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

SERVICE TERM (approximate):

Start Date: February 1st, 2026

Approximate End Date: December 1st, 2026 (flexible)

Internship lasts approximately 10 months, 20-30 hrs. per week.

COMPENSATION: \$17.00/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 your class schedule.

APPLY

To apply, please submit a resume, cover letter, weekday availability and writing sample to Samantha Pitts, Education & Outreach Program Manager at smpitts@ppbep.org by **11:59pm CT on Friday January 16th**. Please include "Education and Outreach Internship Application" in the subject line.

- Your cover letter should describe your interest in working with PPBEP, any relevant experience, and what you can contribute as a PPBEP intern.
- The writing sample should be in a journalistic/blog style (1-2 pages). Possible writing samples include a memo, fact sheet, backgrounder, formal blog, article, or a one-page excerpt from a longer piece. A portfolio with relevant design samples may also be submitted, but is not required.

Please include a listing of your preferred weekday availability.

If selected, a background check may be conducted.