



Communications and Community Development Internship

DESCRIPTION

This Estuarium internship program provides college students and recent graduates with communications and community development experience, as well as experience with working at a small non-profit organization. This internship will assist in translating K-12 Education curriculum, Estuarium exhibits (both virtual and printed), and marketing materials. This position will help create opportunities to engage the Hispanic and Latinx communities and enhance the Estuarium's programs to meet community outreach needs.

MAJOR RESPONSIBILITIES

- Increase the number of bilingual publications, signage, and programming at the Estuarium, including but not limited to: environmental education materials in Spanish, Estuarium interpretation, curriculum kits, exhibits, marketing materials, and website options in Spanish.
- Be a part of the development and implementation of exhibit interpretation both written and verbally.
- Create, document, and organize lesson plans, assessments, and evaluations in a professional manner by shadowing and learning from the current Estuarium staff, and by independent research.
- Coordinate with and identify Hispanic and Latinx organizations and groups to implement programming and foster partnerships.
- Host additional bilingual interpretation and/or environmental education events at local beaches and at the Estuarium.
- Assist with environmental education events, outreach, and participation in other duties such as Pier Peer, Discovery Speaker Series, Meet the Beach, and Harbor Days.
- Foster learning opportunities that inspire people of all ages to connect with, protect, and enjoy the unique estuary environment of south Puget Sound
- Promote and practice stewardship of the Estuarium's facility and local beaches
- Other duties as assigned.

QUALIFICATIONS

- Currently enrolled in college course in communications, business or public administration, or related field,
- *or* Recent graduate in fields listed above.
- Proficient in Spanish both written and oral required.
- Excellent listening and communication skills. Good public speaking skills; comfortable speaking to diverse groups of people.

- Excels at working with a wide variety of community members/volunteers.
- Interpersonal skills essential for working collaboratively with staff, board, donors, partners, and the regional community.
- Computer proficiency with knowledge of MS Office applications.
- Ability to be self-directed and work within a team environment.
- Must possess a valid Driver's License.
- CLEAN Background check is required before selection.
- Previous work or related experience in community development and communications desired.

Applicant will use their own personal computer and/or the desktop in the Estuarium office and easily learn new computer programs/apps.

TERM

The term of the internship is 160 hours over a period of four months:

- Spring internship – February through May
- Summer Internship – May through August
- Fall internship – August through November

This internship is paid at a rate of \$15.00/hr. Interns who complete the internship to satisfaction can receive school credit.

APPLICATION

Please email your resume, cover letter, a list of three references, and state which internship session you are applying for to (education@pugetsoundestuarium.org) and CC our Executive Director (paris@pugetsoundestuarium.org). If you desire more information about the Communications and Community Development Internship, please send questions to: education@pugetsoundestuarium.org. Applications are accepted year round.