



601 Embarcadero, Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://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, creating content for an environmental report card, and assisting with planning events for our upcoming series of State of the Bay events. The position reports to the Assistant Director.

**The Organization.** The Morro Bay National Estuary Program brings citizens, 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](http://www.mbnep.org).

### **Duties and Responsibilities.**

- **Education & Outreach:** The Intern will compile content for our triennial State of the Bay report card to be distributed in a print version and with expanded online content.
- **Management Plan:** The Intern will support updating of the program's Comprehensive Conservation & Management Plan and help develop a public-friendly progress report.
- **Event Coordination:** The Intern will assist with developing and planning education and outreach events with the general public to share the results of the State of the Bay report card.
- **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.

### **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 detailed-oriented and able to manage multiple responsibilities
- Must be able to work independently while responding to feedback and direction.



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### **Preferred Qualifications.**

- 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 10 to 12 hours per week, with an hourly rate of \$18/hour. The position runs from approximately April 1 to September 16, 2022. Scheduling will be flexible to accommodate a student schedule, although must have some availability during regular business hours. Benefits package includes sick leave and work from home support. The position will have office and work from home components. Required safety protocols for all staff follow current COVID-related public health guidance. The organization has a test-or-vaccinate policy. 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](mailto:staff@mbnep.org), subject line – *Environmental Planning Intern*. Applications are due by **Friday, March 25 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 required for employment. The Bay Foundation is an equal opportunity employer.