

Volunteer Internship



Constituent and Legislative Affairs Volunteer Internship

To apply, please email a cover letter, writing sample and resume to: sanctuary.education@noaa.gov

The NOAA Office of National Marine Sanctuaries serves as the trustee for a network of underwater parks encompassing more than 170,000 square miles of marine and Great Lakes waters from Washington state to the Florida Keys, and from Lake Huron to American Samoa. The network includes a system of 13 national marine sanctuaries and Papahānaumokuākea and Rose Atoll marine national monuments.

Our mission is to protect and enhance these natural and cultural treasures for future generations through scientific research, management and education.

What We Offer

We invite you to join a dedicated and enthusiastic team at the NOAA Office of National Marine Sanctuaries where you will gain invaluable resume-building experience and an insider's perspective from the nation's leader in ocean conservation and management. As a volunteer intern, you will work on a variety of projects focusing on media outreach and public engagement. While based at our headquarters in Silver Spring, Maryland (easily accessible on the Metro Red Line) outside of Washington, DC, you will be encouraged to attend marine conservation events, lectures, conferences and receptions that provide fantastic networking opportunities for your career development.

Position Description

The NOAA Office of National Marine Sanctuaries faces the challenges of supporting Congress' reauthorization of the National Marine Sanctuaries Act and the President's budget request while keeping pace with Congress and our constituents in messaging on hot marine conservation issues, such as climate change, marine spatial planning and resource conservation. We are looking for motivated self-starters who enjoy both independent and collaborative work. The ideal candidate for this volunteer position will possess a strong academic background and the desire to immerse him or herself in the world of marine communications and the internal workings of a federal office.

NATIONAL MARINE SANCTUARY SYSTEM



Major Responsibilities:

- Assist in preparations for one-on-one meetings with key sanctuary constituents, user groups and events as needed to support reauthorization of the National Marine Sanctuaries Act. If your schedule permits attend meetings/events, assist in note-taking and preparation of debrief materials.
- Assist in preparation for, and execution of, Congressional outreach events, such as NOAA Office of National Marine Sanctuaries Hill Briefings Week (March) and Capitol Hill Ocean Week, held in cooperation with the National Marine Sanctuary Foundation (June).
- Prepare quarterly constituent newsletter for email distribution.
- Research key members of Congress and constituent groups, then write and update biographical profiles for sanctuary staff reference.
- Track progress of key legislation and attend related hearings.
- Assist in preparation and/or revision of briefing documents focused on climate change, sportfishing and other key issues.

- Assist in special projects as needed.

Desired Qualifications:

- Interest or experience in marine policy and communications.
- Experience in marine recreation (fishing, diving, boating, etc.).
- Excellent writing skills and a strong work ethic.
- Excellent attention to detail and developed social skills.
- Fluency with MS Word, excel and PowerPoint software at a minimum.

Applications are accepted on a rolling basis.