Office of National Marine Sanctuaries
National Oceanic and Atmospheric Administration

Office of National Marine Sanctuaries Education and Outreach Volunteer Internship

Education and Outreach Volunteer Internship

To apply, please email a cover letter and resume to: onmsoutreach@noaa.gov

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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 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 wil work on a variety of projects focusing on education and outreach. 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.

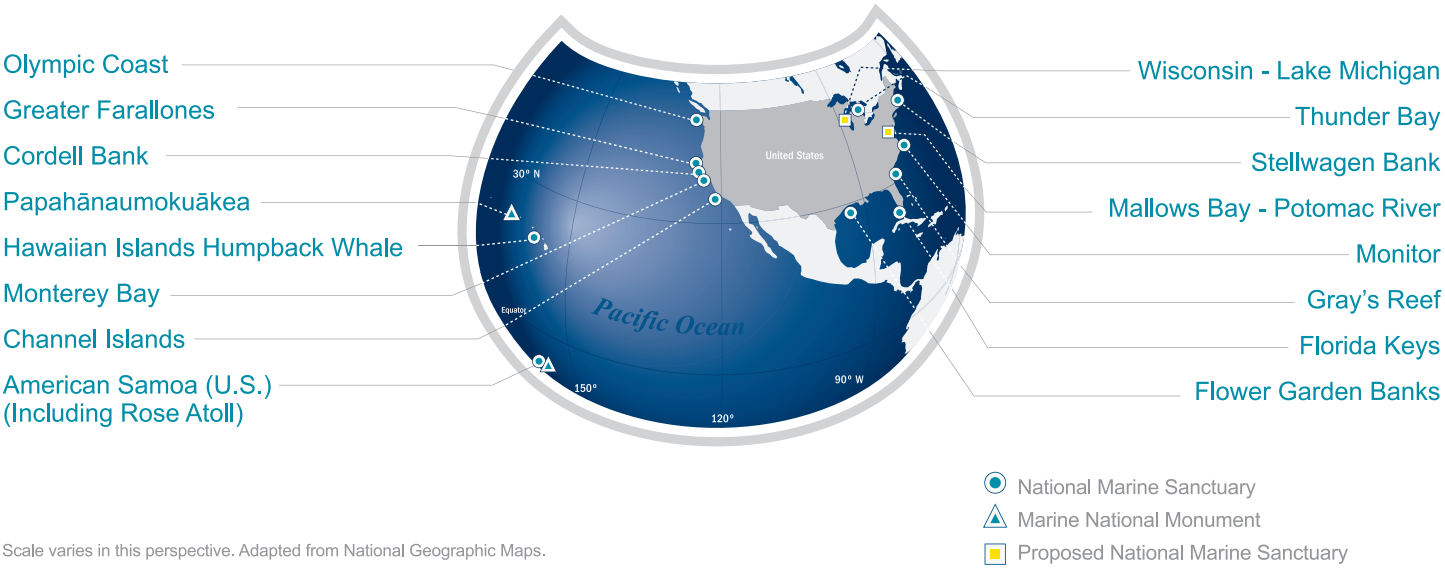
Position Description

The Education and Outreach volunteer will be a member of the Education and Outreach Division, working primarily with the education specialist and the outreach specialist. As a member of the education and outreach teams, the volunteer intern will implement our office's best practices and contribute to a variety of public-facing materials and projects, including, but not limited to: outreach products, education materials and programs, and system reports.

The Education and Outreach Division is looking for motivated self-starters with an interest in marine conservation.

http://sanctuaries.noaa.gov

National Marine Sanctuary System



Scale varies in this perspective. Adapted from National Geographic Maps.

Major Responsibilities

- Assist with developing, writing and proofreading outreach and educational materials.
- Develop and edit graphics used in outreach materials.
- Work with the outreach specialist to ensure that organization-wide best practices are implemented in materials and that branding is consistent.
- Assist in special projects for the Education and Outreach Division as needed.
- Provide support for the Nancy Foster Scholarship Program.
- Support staff in populating and organizing the Office of National Marine Sanctuaries online photo database with existing and new photos.

Desired Qualifications

- Fluency with Microsoft Word, Excel and Powerpoint; familiarity with Adobe Photoshop a plus.
- Excellent writing and copyediting skills using AP style.
- Knowledge of best practices for communication and learning.
- Strong work ethic; attention to detail and impeccable organizational skills; ability to prioritize and meet deadlines.
- Creativity and adaptability.
- Interest in and experience with marine conservation.
- Ability to work both independently and as part of a team.

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