

## Volunteer Internship



## Media Relations Volunteer Internship

To apply, please email a cover letter, writing sample and resume to: [Vernon.Smith@noaa.gov](mailto:Vernon.Smith@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 Communications Team produces and distributes NOAA Office of National Marine Sanctuaries messages through a variety of channels to a diverse audience, such as Capitol Hill legislators and staff, agency departments, news media and the public. As a volunteer intern you will have the opportunity to participate in staff meetings; fine-tune writing, editing and proofreading skills; develop targeted media lists and media kits; learn media outreach strategies; contribute to our social media efforts; and attend special events. Strong research and writing skills are a must, along with knowledge of social media trends and best practices.

### Major Responsibilities:

- Assist with writing, proof reading, photo copying and distributing

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press materials (press releases, media advisories, fact sheets, etc.).

- Fulfill media requests for press kits, photos and information.
- Develop pitches, research story ideas, write news releases and contact media.
- Update and maintain media contact list, membership and publications lists.
- Create information packets and displays for events, meetings and conferences.
- Work with web team to develop and execute social media strategies.
- Track and monitor NOAA Office of National Marine Sanctuaries on major social media platforms.
- Assist in special projects as needed.

## Desired Qualifications:

- Thorough understanding of traditional and new media.
- Strong news judgment.
- Excellent writing and grammar skills using AP style.
- Online research skills.
- Strong work ethic; self-starter; detail-oriented; have

sense of urgency toward achieving goals.

- Genuine interest in communications, public affairs and ocean conservation, as well as the desire to learn above all else.

**Applications are accepted on a rolling basis.**