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## Position Announcement: **Outreach & Engagement Intern**

### **About the Alliance:**

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

### **Job Description:**

This paid internship, specifically for current students at a Minority Serving Institution (MSI) or Historically Black College or University (HBCU) in Maryland or Washington, DC, will support the Alliance's collaborative partnerships with HBCUs and MSIs throughout the Chesapeake Bay watershed. This will be a six-month part-time internship beginning over the summer and continuing through November (~10 hours per week, from June 3rd through November 29th, with flexible start/end dates depending on the intern's schedule).

The intern will work closely with the Alliance and its university partners to support the coordination efforts for the [2024 MD/DC HBCU/MSI Bay Summit](#), hands-on fieldwork and outdoor recreation experiences (Network Events), and the Chesapeake Bay seminar series. This may include representing student voices on the Summit Steering Committee, coordinating and facilitating student engagement at these events, and supporting the promotion of these events.

### **Specific Duties of the Position:**

- Provide administrative support for the Summit Steering Committee, including note taking.
- Coordinate and facilitate opportunities for student engagement at the Summit and other events.
- Support student recruitment for the Summit and Network Events by creating promotional materials and speaking to other students.
- Research and compile options for the hands-on fieldwork and recreational activities at the Network Events and Summit.
- Research and compile topics and speakers for the Chesapeake Bay Seminar Series.
- Engage with other aspects of the Alliance's work, as related to the intern's professional interests (i.e. support outreach for the Alliance's RiverSmart Homes program, learn about fundraising and development at the organization, etc.)
- With the support of their supervisor, the intern will be responsible for the coordination of at least 1 seminar or volunteer opportunity to be hosted at their home university.
- Collaborate with the planning team to create opportunities for university students to more deeply engage in the [Chesapeake Watershed Forum](#).
- Explore additional engagement opportunities, such as hands-on experiences, paid internships, etc.
- Some overnight and daytime travel, as well as evening and weekend work, will be required, especially for the HBCU/MSI Bay Summit and Chesapeake Watershed Forum.

### **Qualifications & Experience:**

- Current HBCU or MSI sophomore year or longer tenured student (undergraduate or graduate level).
- Basic knowledge of environmental issues, especially water quality and/or the Chesapeake Bay.
- Experience with Google Workspace, and Microsoft Office.
- Ability to work on multiple projects, both independently and as part of a team.
- Quick learner, well-organized, and possessing strong attention to detail and time management skills.

- Willingness and ability to travel throughout the Chesapeake Bay watershed, within 3 hours of Washington, DC for various events and activities.

**Supervision:** The Outreach and Engagement Intern will report directly to the Alliance's Capacity Building Projects Manager.

**Internship Structure & Location:** As mentioned above, this is a six-month part-time internship. The intern will be expected to maintain a consistent schedule for working hours during normal business hours (between 9 am and 5 pm, Monday through Friday), although some evening and weekend work may be required. This schedule will be established between the intern and their supervisor. The intern will work remotely but may be able to work in the Alliance's Washington, DC or Annapolis, MD office, if interested.

**Compensation:** This is a temporary position, at \$16.50 per hour for ~10 hours per week from June 3rd through November 29th. The intern will also be reimbursed for travel costs to and from their campus to the locations for mandatory events and activities.

**Application:** Please email your cover letter, résumé, and one academic or professional reference to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) no later than Sunday, April 14, 2024. Indicate "**Outreach & Engagement Internship**" in the email subject line. No telephone inquiries, please.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit [www.allianceforthebay.org/DEI](http://www.allianceforthebay.org/DEI) to learn more.