

Office of National Marine Sanctuaries Volunteer Internship



Constituent and Legislative Affairs Volunteer Internship

To apply, please email a cover letter, 1-2 page non-technical writing sample and resume to:

ellie.roberts@noaa.gov using the subject line "ONMS Constituent and Legislative Affairs Volunteer Internship"

NOAA's Office of National Marine Sanctuaries serves as the trustee for a network of underwater parks encompassing more than 600,000 square miles of marine and Great Lakes waters from Lake Huron to American Samoa. The network includes a system of 13 national marine sanctuaries and Papahānaumokuākea and Rose Atoll marine national monuments. National marine sanctuaries are managed for the conservation of their natural and cultural resources, while supporting sustainable recreation and tourism. 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 communications team at NOAA's 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

NOAA's Office of National Marine Sanctuaries conducts outreach with members of Congress and constituent groups on key issues, such as marine conservation, education and recreation opportunities, and maritime heritage. Our office is currently accepting nominations from communities for possible new national marine sanctuaries. Three of these nominated sites have been identified by NOAA for possible designation under the National Marine Sanctuaries Act. We are looking for motivated, self-starters who enjoy both independent and collaborative work in an office setting. The ideal candidate for this volunteer position will possess a strong academic background and the desire to immerse oneself in the world of marine communications and the internal workings of a federal office.

NATIONAL MARINE SANCTUARY SYSTEM



Major Responsibilities:

- Assist in preparations for events and meetings with key ONMS constituents, as needed. If your schedule permits, attend these meetings and events, take notes and assist in preparation of briefing materials
- Assist in preparation for, and execution of, congressional outreach events such as Capitol Hill Ocean Week, held in cooperation with the National Marine Sanctuary Foundation (June) and "Get Into Your Sanctuary" days (August)
- Prepare monthly constituent newsletter for email distribution
- Research key members of Congress and constituent groups and write/update biographical profiles for ONMS staff reference
- Track progress of key legislation and attend related hearings
- Assist in preparation and/or revision of ONMS briefing documents focused on fishing, marine debris, and other key issues
- Assist in preparation of annual reports summarizing accomplishments for sites across the National Marine Sanctuary System
- 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 strong social skills
- Fluency with MS Word, Excel and PowerPoint

Expectations

- Volunteer internships may count towards course credit
- Volunteer interns are expected to work a minimum of 20 hours/week