



## Outreach Intern

### **Pontchartrain Conservancy—New Orleans, LA**

The Pontchartrain Conservancy (PC) is a 501(c)(3) non-profit organization that seeks research-based practical solutions for preserving and restoring the Lake Pontchartrain Basin. Our strengths are our depth of scientific knowledge and understanding of the pertinent challenges affecting the basin region, as well as our proven-track record in finding practical solutions.

#### **POSITION SUMMARY:**

The Outreach Intern will help advance the goals of the Restore the Mississippi River Delta (MRD) coalition in southern Louisiana. The MRD is a coalition of Environmental Defense Fund, National Audubon Society, National Wildlife Federation, and Pontchartrain Conservancy. It includes national and regional partners who advocate for bold local, state and federal action on large-scale restoration projects that will restore coastal Louisiana's deteriorating wetlands and, in the process, protect people, wildlife, and jobs. The MRD works to secure and protect funding for coastal restoration, educate and engage citizens across the coast on Louisiana's land-loss crisis, and give them the tools needed to adapt to the changing landscape. The Outreach Intern will be based out of Pontchartrain Conservancy's Office in New Orleans and the MRD Office in New Orleans while working collaboratively with team members from multiple organizations to support MRD outreach and engagement activities.

This is a great opportunity to work with coastal communities, coastal scientists, policymakers, and a network of environmental NGOs to help Louisiana's people, wildlife and economy adapt and thrive in the face of climate change.

#### **In this role you will:**

- Support the Outreach Committee Coordinator in planning committee meetings and activities, arranging logistics, and taking notes.
- Attend public meetings, outreach events, and field trips, assisting in their planning, execution, and follow up. This will include tabling, data entry, event setup and logistics, and other tasks as needed. Assist in creating and posting social media content, taking photos and videos at events and field trips
- Help create, edit, and upload content such as blog posts, videos, and podcasts for ongoing outreach projects
- Assist the Outreach Committee Chair and Coordinator on other projects as requested
- Participate and contribute as a team member of both PC and the MRD

#### **The ideal candidate will possess:**

- Demonstrated ability to be a self-starter and to work well in a collaborative environment
- Experience in organizing successful meetings and events
- Experience with WordPress, Microsoft Office, Outlook, SharePoint, Google Docs, Zoom and Canva
- Effective written and oral communication skills, good copy-editing skills preferred
- Demonstrated experience in problem-solving and being proactive in the face of challenges



## Outreach Intern

### **Skills and qualifications desired but not required:**

- Experience and knowledge of Louisiana’s coastal issues
- Familiarity with Louisiana coastal communities
- Good graphic design, video editing, or audio editing skills
- Demonstrated competency or proficiency in the application of diversity, equity, inclusion and justice principles

**Physical Requirements:** Remaining in a normal seated or standing position for extended periods; reaching and grasping by extending hand(s) or arm(s); dexterity to manipulate objects with fingers, for example, using a keyboard; communication skills using the spoken word; ability to see and hear within normal parameters; ability to move about the workspace. The position may extend beyond traditional desk work, involving but not limited to event/meeting set up, tabling, and physical activities associated with on-site event management and field tours. The position requires mobility, including walking to field sites, getting in and out of boats, walking with wagons loaded with promotional materials and giveaways to festival sites, moving boxes of materials in and out of cars, and arranging tables and chairs for events. This may involve lifting and transporting items weighing up to several pounds.

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Requests for reasonable accommodation will be evaluated on an individual basis.

Please Note: This job description sets forth the job’s principal duties, responsibilities, and requirements; it should not be construed as an exhaustive statement, however. Unless they begin with the word “may,” the Essential Duties and Responsibilities described above are “essential functions” of the job, as defined by the Americans with Disabilities Act.

**Travel Requirements:** There will be regular local and regional travel in this role; with the possibility of one or two overnight trips. Candidate must have a valid driver’s license and reliable form of transportation for such travel.

**Timing:** For this position we expect the Outreach Intern to work three to four days a week on average plus some extra time around outreach events, retreats and other busy MRD times. We aim to start this position in early January of 2025, and it will run through the end of July 2025.

**Compensation:** This position is paid and will reflect the candidate’s level of experience. Mileage and other expenses for travel and work are fully reimbursed..

***Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to [frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org). Applications accepted through December 7, 2024. No inquiries please—candidates will be notified of follow-up interviews.***

***PC provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, citizenship, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.***