



CITIZEN ACTION INTERNSHIP
Summer 2018 Job Description
Sandy Hook, NJ

This full-time internship position with Clean Ocean Action (COA) is an exciting opportunity for a student to help address the continued environmental impacts from pollution. The intern will gain experience in public relations, outreach, marketing, grassroots organizing, and fundraising as part of citizen action campaigns for ocean advocacy. These are COA's major summer campaigns to inform and involve the public, and will focus on assisting with the Jersey Shore Thing (JST), improving coastal water quality and stopping offshore oil and gas development.

The JST is held in cooperation with coastal businesses where information is provided about issues and fundraising is incorporated into the program by the businesses. The campaign to improve water quality is completed primarily through information tables staffed by COA volunteers. At the tables, information is provided to the public on how individuals can make a difference in the quality of NJ's coastal waters. The campaign to stop offshore harmful activities will be accomplished through outreach and advocacy using petitions, media, and more. The summer 2018 Citizen Action Intern will also assist with the Corporate Beach Sweeps program. The summer 2018 Citizen Action Intern will be responsible for:

Reduce Plastics in Marine Environment, Improve Water Quality, and Stop Offshore Oil & Gas Development

(In consultation with Education and Volunteer Coordinator and Policy Campaign Coordinator)

- ◆ Secure tabling and outreach opportunities at festivals, businesses, beach clubs, and farmers markets
- ◆ Coordinate educational materials and retail merchandise for information tables and businesses
- ◆ Train, coordinate, and secure new volunteers who will staff the tables
- ◆ Determine best practices and be creative to implement changes to the program

Jersey Shore Thing (Includes the above advocacy work featured at local business locations)

(In consultation with the Development Director)

- ◆ Assist with coordination of tabling at participating businesses, providing information on issues, and campaign marketing
- ◆ Secure volunteers or represent COA at table at any fundraising events
- ◆ Help promote event through distributing flyers to nearby community and other outreach opportunities
- ◆ Work with Program and Resource Coordinator to organize and identify businesses along the coast
- ◆ Encourage plastic reduction programs in business partners

By the end of the internship, the Citizen Action Intern will have participated in a rewarding program helping to reduce marine pollution by working as a team and will have:

- Conducted and coordinated advocacy campaigns
- Improved public speaking skills
- Developed professional office skills and ability to multi-task
- Worked as a team toward successful program implementation
- Developed skills in community outreach and organization, project coordination
- Helped fundraise for the nonprofit
- Planned and implemented fundraising and awareness events
- Managed volunteers

(over)

The summer internship is a full-time position and is located at COA's office within the Gateway National Recreation Area—Sandy Hook, NJ. **It is strongly recommended for the success of the program and the overall internship that the applicant lives within close proximity to the office.** No housing or transportation is provided. Office hours are 9am to 5pm, Monday – Friday. Willingness and ability to travel throughout Monmouth and Ocean County, work nights (if needed), and to be “on call” on weekends is required. Flexibility is available for excessive hours when necessary. The position requires a reliable car and the ability to pack and deliver supply bins. Business casual attire is expected and can vary depending on activities. Monthly stipend and travel expenses (excluding commuting) are paid. College credit (arranged by the student with the university/college) is available. Start date is as early in May as possible and end date is as late in August as possible.

Interested applicants should demonstrate enthusiasm and basic knowledge of environmental issues, organizational and communication skills, creativity, and willingness to work hard, as well as live within close proximity to the Sandy Hook, NJ, office. Applications will be accepted until position is filled. **To apply, send a cover letter, resume with your summer address in addition to college address, writing sample, and a list of 3 references with affiliations and contact information to: business@cleanoceanaction.org with “Citizen Action Internship” as the subject line.**

About COA

Clean Ocean Action is a non-profit 501(c)3 organization dedicated to protecting marine water quality in the New York Bight (those waters between Montauk Point, NY, and Cape May, NJ, and to the continental shelf). COA is a broad-based coalition of over 115 active boating, business, community, conservation, diving, environmental, fishing, religious, service, student, surfing, and women's groups. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA visit www.cleanoceanaction.org.