

Partnership for the Delaware Estuary (PDE)

JOB DESCRIPTION

Title : Outreach Intern Grade / Step : A2	Status: Temporary Part Time Non-Exempt
Incumbent:	Signature:
Schedule: 15-20 hrs per week, through June 30, 2019	Date: TBD

GENERAL DESCRIPTION

The Schuylkill Action Network (SAN) intern assists the Watersheds Team of the Education & Outreach department in a variety of duties that reach multiple audiences, partners and stakeholders. The work requires time in the office, some daytrips to communities in Pennsylvania, and may allow for some remote working options at the discretion of the supervisor.

This position will be a part-time with some flexibility to accommodate an academic schedule if necessary.

JOB FUNCTIONS

1. Assists with the implementation of the following SAN activities:
 - Work group administration and support
 - Social media and email communications
 - Newsletter and annual progress report content development
 - Website updates
2. Assists with SAN outreach activities and promotion for programs, including:
 - Schuylkill Scrub initiative & new CleanSweep app
 - Protecting Our Water school awards program
 - Schuylkill Street Art Contest
 - Schuylkill Shots photo competition (if timing allows)
3. Performs other activities as assigned.

REQUIRED SKILLS & EXPERIENCE

1. A Bachelor's degree (completed or in progress) in Communications, Environmental Studies, Human Ecology or similar degree.
2. Ability to communicate effectively and professionally, both in person and in writing.
3. GIS and/or database experience is a plus.
4. Must be at least 18 years of age with a valid driver's license and consistent access to reliable transportation.

WORKING CONDITIONS

Time spent in this position is primarily in an office setting or at off-site meeting locations and events. Occasionally the work is performed in natural outdoor settings. Infrequently, there will be tasks completed in a storage/warehouse facility. Work hours may shift dependent on task needs and staff or partner availability. Periodically, there will be the need to work hours outside the normal work day schedule, which may occasionally include a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 40 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

The incumbent must have reliable transportation and be able to travel to locations and meetings within the Schuylkill River watershed, which stretches from Schuylkill Haven down to Philadelphia, Pennsylvania.

REPORTING RELATIONSHIPS

Reports to: Watersheds Program Manager

Direct reports: None