



**Partnership for the Delaware Estuary (PDE)**

**JOB DESCRIPTION**

<b>Title :</b> Outreach Intern <b>Grade / Step :</b> A2	<b>Status:</b> Temporary Part Time Non-Exempt
<b>Incumbent:</b>	<b>Signature:</b>
<b>Schedule:</b> 10-15 hours during school year	<b>Date:</b>

**GENERAL DESCRIPTION**

The Outreach Intern assists the Education & Outreach department in a variety of duties that reach multiple audiences, partners and stakeholders. The incumbent works a flexible schedule to accommodate for weekend events and travel time. The work requires daytrips to communities in the tri-state area DE, PA, NJ (transportation provided).

This position will be a part-time depending on availability (up to 15 hours per week during the school year to accommodate an academic schedule).

**JOB FUNCTIONS**

1. Assists with the planning, promoting, and implementation of the following events and activities:
  - Philadelphia & Wilmington Student Art Contests
  - Cleanups in Greater Philadelphia
  - Science Summit
  - City of Wilmington’s Earth Day & Arbor Day Celebration
  - Pennsylvania Coast Day, and
  - Other Community Events
  
2. Assists with administrative outreach activities, such as:
  - Social Media
  - Mailings
  - Outreach and social science related research
  - Writing and posting of website content
  
3. Performs other activities as assigned

### **REQUIRED SKILLS & EXPERIENCE**

1. A rising University level Junior or Senior with studies in Communications, Environmental Studies, Human Ecology or similar.
2. Ability to communicate effectively and professionally.
3. Written communication skills are highly desirable.
4. Event planning and community outreach experience a plus.
5. Must be at least 18 years of age with a valid driver's license.

### **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.

### **REPORTING RELATIONSHIPS**

Reports to: Director of Outreach

Direct reports: None