

## **Outreach Intern - Schuylkill Action Network (SAN) Intern**

The Partnership for the Delaware Estuary (PDE), a regional environmental non-profit organization based in Wilmington, Delaware, is seeking to fill an Outreach Intern position. The Schuylkill Action Network (SAN) Intern assists the Partnership for the Delaware Estuary's Engagement Team in a variety of duties that reach multiple audiences, partners, and stakeholders. The job functions of the SAN Intern are as follows:

1. Assist with the implementation of the following SAN activities:
  - a. Workgroup meeting administration and support
  - b. Quarterly newsletter and annual progress report content development
  - c. Social media and email communications
  - d. Website updates on active projects, news articles, events, and grant opportunities
2. Coordinate with SAN Manager and Engagement Specialist on the development of a 'State of the Schuylkill' Report
  - a. Independently gather demographic, water quality, habitat, and other relevant data to assess trends in the Schuylkill River and watershed drawing from sources such as the 'Technical Report for the Delaware Estuary & Basin' and SAN partner subject matter experts
  - b. Develop content in multiple media forms for maximum accessibility and usability
  - c. Coordinate with SAN Manager and Engagement Specialist on the final product for a consistent and cohesive vision and voice across all media
3. Support SAN outreach activities and promotion of programs, including:
  - a. Schuylkill Action Students
  - b. Schuylkill Street Art Contest
  - c. SAN Annual Meeting
  - d. Schuylkill Shots photo competition (if timing allows)
4. Perform other activities as assigned.

Candidates should have or be in the process of completing a Bachelor's degree in Communications, Environmental Science/Studies, Human Ecology, or a similar degree from a college or university. Experience in social media, GIS, and/or database management is preferred. Candidate must be at least 18 years of age with consistent access to reliable transportation. A valid driver's license and United States citizenship or a valid visa to work in the US are required. Good organizational skills, multi-tasking, and attention to detail are important, as well as proficient written and oral communication skills. Candidates must be able to lift 40 pounds as well as sit and stand for at least 4 hours at a time.

Time spent in this position is primarily anticipated as remote work from a home office, with occasional meetings at the PDE office or off-site meeting locations and events within the Schuylkill River watershed (Schuylkill Haven, PA to Philadelphia, PA). Occasionally, there will be tasks completed in a storage/warehouse facility or field locations. Work hours may shift depending 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

This position is paid \$19 an hour and is a temporary (up to six months, with potential for renewal), part-time, non-exempt position. This position will offer flexibility to accommodate an academic schedule if necessary.

Interested applicants are encouraged to submit a resume and a one- to two-page cover letter via email to [mrogalus@delawareestuary.org](mailto:mrogalus@delawareestuary.org). The cover letter should include: 1) where the applicant encountered the advertisement; 2) why the applicant is interested in working at PDE; 3) how the applicant's

experience makes them a good candidate; and 4) a description of the applicant's long-term goals. The applicant's description of what makes them a good candidate and how PDE can help the applicant achieve long-term goals are particularly important to address in the cover letter (over reiterating material in resumes) as this will help PDE fairly assess a diverse applicant pool.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability, or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.