



## Position Announcement: **Chesapeake Bay Program Communications Intern**

### **About the Alliance:**

The [Alliance for the Chesapeake Bay](#) (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C. and Richmond, VA.

### **About the Chesapeake Bay Program:**

The [Chesapeake Bay Program](#) (CBP) is a diverse regional partnership established in 1983. Federal, state and local government agencies, academic institutions and nonprofits work together to restore and protect the Chesapeake Bay and the thousands of streams, creeks and rivers in the watershed through collaborative policy making, scientific assessment and public communication. The Communications Office is managed by the Alliance under grant funding provided by the U.S. Environmental Protection Agency (EPA).

### **Job Description:**

The Alliance seeks a **Communications Intern** for its CBP Communications Office in Annapolis, Maryland. The CBP Communications Office supports the partnership's efforts to restore and protect the Chesapeake Bay by providing educational information to the public, working with the media, promoting CBP's products and activities, and facilitating communications among CBP's many partners. The communications intern will have the opportunity to work with CBP partners to create content, develop communications products and help expand knowledge and awareness around the restoration and protection of the Chesapeake Bay watershed.

This is a **summer 2023** position. Deadline to apply is **Friday, April 7, 2023**.

### **Specific duties of the position:**

- Contribute to monthly editorial planning meetings to develop content for Chesapeakebay.net
- Research, write and edit blog content for Chesapeakebay.net.
- Edit and update content on Chesapeakebay.net as part of CBP's web content strategy.
- Produce social media content related to CBP's restoration efforts.
- Develop daily and weekly newsletters for Chesapeake Bay restoration professionals.
- Assist with the planning and execution of CBP events, including our year-long 40<sup>th</sup> anniversary celebration and the annual Chesapeake Bay Awareness Week in June.
- Provide support for CBP audience research and stakeholder interviews.
- Help maintain CBP's *Beyond Environmental Benefits Case Study Database and Search Tool*.
- Other duties as assigned.

**Qualifications and Experience:**

- Desired fields of study: Communications, Public Administration, Public Policy, Science Communication, Environmental Management & Planning, Journalism.
- Strong organizational skills and attention to detail.
- Exceptional written communications skills.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Knowledgeable with social media, including Facebook, Twitter, Instagram and LinkedIn.
- Familiarity with graphic design tools is desired, but not required. (e.g., InDesign, Photoshop).
- Ability to perform research and analysis on digital communications products.
- Strong interest in environmental and social issues, preferably related to the Chesapeake Bay.
- Exceptional interpersonal skills and willingness to be a team player.
- Comfortable interacting with a diverse array of people and organizations.
- Must have dependable access to a vehicle.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay watershed restoration effort. Visit <http://www.allianceforthebay.org/DEI> to learn more.

The Alliance for the Chesapeake Bay offers a family-friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to apply.

**Supervision:** The Chesapeake Bay Program Communications Intern reports directly to the Chesapeake Bay Program Communications Director.

**Hours and Location:** This is a hybrid position based at the EPA Chesapeake Bay Program Office in Annapolis, Maryland. The candidate will be expected to work two days in the office and three days remotely.

The Alliance will require the successful applicant to submit proof of vaccination against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

**Compensation:** \$15 per hour. Please note this is a temporary hourly employee and benefits such as paid time off and health insurance are not provided. The Intern will be reimbursed for approved travel expenses on top of their hourly rate.

**Term of Employment:** This is a full-time internship (40 hours/week) for 15 weeks (negotiable) in summer 2023 (May – August).

**Application:** Please email cover letter, resume and a writing sample to [careers@allianceforthebay.org](mailto:careers@allianceforthebay.org) by **Friday, April 7, 2023**. Include "Communications Intern" in subject line. The application period will remain open until the position is filled. No telephone inquiries, please.