



Internship Program Manager

Location: Silver Spring, MD or Remote

Supervisor: Vice President

Position Overview:

The National Marine Sanctuary Foundation (the Foundation), in support of the NOAA Office of Ocean Exploration and Research (OER) is seeking a full-time one-year term hire for the position of Internship Program Manager to begin no later than September 28th, 2020.

OER, in partnership with the Foundation is establishing an internship and career development initiative. Through this, the Internship Program Manager will coordinate OER internship programs such as-

- Explorer in Training internship
- OER participation in the NOAA Hollings Scholarship
- Nancy Foster Scholarship
- Education Partnership Programs/Minority Serving Institution opportunities

Responsibilities:

- Establish relationships with institutions to identify and create opportunities for undergraduate and graduate students, particularly students from underserved communities, to participate in ocean exploration.
- Coordinate across the Foundation, OER and NOAA to set up a process for identifying opportunities, creating new opportunities, and selecting interns.
- Work to identify new partnerships (internal and external) with a focus on encouraging and facilitating students from underserved communities to participate in the various internship and scholarship programs relevant to OER's mission.
- Assist the OER education team in providing new and innovative content about ocean exploration for secondary and community college educators.

The initial term for the position is one year, with the possibility of extension. This position will report directly to the Vice President of the Foundation, and collaborate on a daily basis with the OER Engagement Division Lead.



Qualifications:

- Applicants should have experience (2 years minimum) working with high school/college-aged students in a teaching or mentoring capacity and experience working with underserved communities.
- Applicants should be proficient in the following areas-
 - ✓ Communications (including writing)
 - ✓ Coordination among multiple organizations
 - ✓ Program implementation
 - ✓ Partnership development
 - ✓ Community engagement
- Experience in ocean exploration or ocean sciences is preferred.

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance

Compensation: \$60,000-\$65,000 annual salary depending on experience plus benefits.

Start Date: September 28th, 2020

[Apply Here.](#) Please be prepared to submit a resume, cover letter and 3 professional references. Applications received before September 6th, 2020 are preferred.

The Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.