



**National  
Marine Sanctuary  
Foundation**

DISCOVER WONDER

## CONSTITUENT AFFAIRS INTERNSHIP

**Location:** Silver Spring, MD - (hybrid or remote)

**Supervising Mentor:** Michelle Burch & Kristina Trotta

**Time Commitment:** 15 hrs/week

**Total Stipend Amount:** \$1,000/month

### Who We Are

The [National Marine Sanctuary Foundation](#) is a 501(c)3 non-profit organization that supports projects across the National Marine Sanctuary System, a network of nationally significant protected areas in our ocean, coasts, and Great Lakes. This system is comprised of 16 individual sites and spans more than 620,000 square miles across the waters of the United States, from the South Pacific to the North Atlantic. Sanctuaries provide habitat for endangered, threatened, and rare species; preserve historic shipwrecks; and protect sacred cultural seascapes. They are frontiers for education and research, serving as outdoor classrooms for students of all ages to enjoy tide pools and trails of sunken vessels. They are living laboratories for scientists to understand and better protect marine environments. And they offer opportunities for visitors to dive through kelp forests, surf along scenic coastlines, and observe extraordinary sea life, from otters to orcas. The National Marine Sanctuary Foundation is a leading voice for these U.S. protected waters. We work in partnership with communities and the National Oceanic and Atmospheric Administration (NOAA) to support on-the-water conservation projects, education and public outreach, and research to help conserve our waters, for the good of the world and everything in it.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees and interns, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.



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### What You'll Do

We invite you to join a dedicated and enthusiastic constituent affairs team at NOAA's Office of National Marine Sanctuaries (ONMS) where you will gain invaluable resume-building experience and an insider's perspective on the nation's leader in ocean conservation and management. ONMS conducts outreach to members of Congress and constituent groups on key issues, such as marine conservation, maritime heritage, and environmental education, tourism, and recreation opportunities. As an intern, you will help with a variety of projects focusing on congressional and constituent engagement.

We are looking for motivated, self-starters who enjoy both independent and collaborative work in a hybrid or remote setting. The ideal candidate for this position will dedicate 10-15 hours/week and possess a strong academic background and the desire to immerse oneself in the world of marine communications and the internal workings of a federal office.

Support tasks include (but are not limited to):

- Assist in preparations for events and meetings with key ONMS constituents, attend these meetings and events, take notes, and assist in preparation of briefing materials
- Assist in preparation for and execution of congressional and constituent outreach events
- Prepare monthly constituent newsletter for email distribution
- Research key members of Congress and constituent groups and write/update biographical profiles for ONMS staff reference
- Track progress of key legislation and attend related hearings
- Develop, assess, and distribute key messages and information via diverse, strategic, and innovative mechanisms
- Create and update visual and written content to promote responsible recreation and tourism.
- Outreach to travel bloggers and convention and visitors bureaus
- Exploring connections to the outdoor recreation and ecotourism industries in both public and private sectors
- Assist in ensuring that place-based conservation efforts are recognized and publicized in local and interagency arenas

***The intern will give a final presentation before concluding the internship. This presentation is meant to give others the opportunity to learn what the intern has learned and was exposed to during their internship.***



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## Who You Are

Desired Qualifications:

- Must be an upper-level undergraduate student (junior/senior) or currently enrolled in a graduate program
- Interest or experience in marine conservation policy and communications and/or an interest in parks and recreation management, tourism development, or marine affairs
- Strong writing and editing skills with the ability to create engaging content
- Excellent organizational skills with a keen attention to detail
- Proficient with Microsoft Office and Google Office
- Ability to work independently and as part of a team
- Ability to design and manage projects

## Time Commitment and Stipend Amount

15 hours per week and will receive a monthly stipend of \$1,000.

## How to Apply

Please complete the form application using the following link:

<https://form.asana.com/?k=ITfwO2r6169d107antZ-ig&d=1132613391873929>