



## 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 information to the public, working with the media, branding and promoting CBP 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 2022** position. Deadline to apply is **Sunday, April 10, 2022**.

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

- Work under the guidance of the Communications Director and Web Content Specialist to generate story ideas, draft and edit content to produce high-quality written materials for internal and external audiences.
- Draft social media posts, blogs and web content.
- Participate in meetings associated with the Communications Office and assigned tasks.
- Research existing communications tools, resources and events.
- Support on-going projects, which include maintenance of the Beyond Environmental Benefits Case Study Database and Search Tool, implementing a recently completed website audit and inventory and assisting with the development of a Chesapeake Almanac.
- Assist with the CBP exhibit at events, including the Smithsonian Folklife Festival in Washington, D.C. in June—July.
- 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 and Instagram.
- Familiarity with graphic design tools is desired (e.g., InDesign, Photoshop).
- Ability to perform research and analysis, ensuring that communications products are complete and technically accurate.
- Experience generating story ideas.
- 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 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 CBP Communications Intern reports directly to the CBP Communications Director.

**Hours and Location:** This is a hybrid position is based at the EPA Chesapeake Bay Program Office in Annapolis, Maryland. The candidate will be expected to work at least two days in the office and three days remotely. This is a full-time internship (40 hours/week) for 15 weeks (negotiable) in summer 2022 (May – August).

**Compensation:** This is a paid internship without benefits. Federal mileage rates apply.

**Application:** Please email cover letter, resume and a writing sample to Rachel Felver, Communications Director, at [rfelver@chesapeakebay.net](mailto:rfelver@chesapeakebay.net) by **Sunday, April 10, 2022**. Include “Communications Intern” in the subject line. No phone calls, please.