



**Chesapeake Bay Trust**  
**Job Title: Programmatic Intern**

**Internship Available at the Chesapeake Bay Trust – Summer (full-time)**

**Position Background:** The Chesapeake Bay Trust (the Trust), a non-profit organization that promotes public participation in the restoration of the Chesapeake Bay and its tributaries, seeks a Programmatic Intern interested in gaining experience in the non-profit environmental sector.

Established in 1985, the Chesapeake Bay Trust uses grantmaking as a method to promote community-based participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region. In the past fifteen years, the Trust has doubled its grant-making five times through new revenue from a wide range of partners, with current annual grant-making of approximately \$25 million. The Trust currently allocates these grant funds through 350 to 400 awards per year to entities who apply through open, competitive calls for proposals as well as programs such as the Chesapeake Conservation Corps. The Chesapeake Bay Trust's grant-making strategies are shaped by three core objectives; environmental education, demonstration-based restoration, and community engagement. For more information, our grant-making opportunities and programs are located here: <https://cbtrust.org/grants/>.

**Specific Responsibilities and Learning Opportunities:**

- Duties at the Trust during the summer include a variety of administrative grant-related tasks supporting our portfolio of resident engagement projects, K-12 environmental education, and on-the-ground watershed and habitat restoration.
- Duties at the Trust added during the summer months include some field work to assess proposed and completed restoration projects and an independent project of the student's choosing related to watershed issues and aligned with the Trust's mission.
- Independent projects completed by interns in the past have been adapted for independent study credit through the student's university with university and professor permission.
- Students gain a wide range of skills for their resumes beyond traditional environmental organization experience, including grant management and general experience with grant-making and grant-writing. Students also gain knowledge of and experience with a subset of the 350 to 400 non-profits that we engage every year.

**Qualifications and Skills:** Eligible applicants must be undergraduate or graduate students attending a two- or four-year college or university in Maryland with a GPA of 3.00 or higher. In addition, all undergraduate applicants must be entering or continuing their sophomore, junior, or senior year during the spring 2023 semester. Students of all majors are welcome to apply.

**Compensation:** The participating intern will work at the Trust full time during the summer (June through August) at a rate of \$15 per hour.

**Application Instructions and Deadline:** The position will remain open until filled. Please submit a resume and cover letter for full consideration. Your cover letter is the most important piece of your application: In your cover letter, address a) what you hope to gain from the Trust intern experience and how it fits in with your career goals and b) what skills and experiences you have that are relevant to Trust goals. Please do not simply list your previous experience. Your cover letter should describe what makes you a strong match specifically for this position, and why this internship is a match for you.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state and local laws. We encourage applications from people of color. Applicants must be currently authorized to work in the United States on a full-time basis. The Trust does not participate in programs that require sponsorship for work visas.