



## **C.O.A.S.T. INTERNSHIP – CITIZEN ACTION OUTREACH** **Summer 2022 Announcement**

This full-time C.O.A.S.T. Internship with Clean Ocean Action (COA) is an exciting opportunity for a student interested in policy, advocacy, and environmental stewardship to help protect and improve the ocean. The intern will gain experience in public relations, outreach, marketing, and grassroots organizing as part of a citizen action program for ocean advocacy. This summer program to inform and involve the public is called C.O.A.S.T. (Clean Ocean Action Shore Tips). This year, it will focus on COA's efforts to reduce pollution and stop ocean industrialization.

C.O.A.S.T. is held in cooperation with organizations, businesses, beach clubs, and shore communities. During the summer information/action tables staffed by COA volunteers are set-up at beaches, parks, municipalities, businesses, and events along the coast. Information is provided to the public on how individuals can make a difference in the quality of NJ's coastal waters.

The C.O.A.S.T. Intern will be responsible for organizing all aspects of the C.O.A.S.T. program.

### **Specific Responsibilities**

(In consultation with Advocacy Campaign Manager and Education Coordinator)

- ◆ Research and become familiar with policy issues for the C.O.A.S.T. program
- ◆ Secure tabling and outreach opportunities at beaches, parks, towns, festivals, businesses, and events
- ◆ Coordinate educational materials and retail merchandise for information/action tables
- ◆ Train and coordinate volunteers who will staff the tables
- ◆ Engage people and organizations in advocacy actions
- ◆ Coordinate media activities, including press conferences related to C.O.A.S.T.
- ◆ Assist with fundraising and resource development

### **Qualifications**

- Pursuing degree in Policy, Communications, Environmental Studies or other relevant field
- Comfortable working with volunteers
- Experience with outreach, advocacy, marketing, and media
- Experience conducting research
- Proficient in Excel and other MS products
- Strong organizational skills and attention to detail

### **By the end of the internship, C.O.A.S.T. Intern will have:**

- ✓ Conducted and coordinated advocacy campaigns
- ✓ Improved public speaking skills
- ✓ Developed professional office skills and ability to multi-task
- ✓ Worked as a team toward successful program implementation
- ✓ Developed skills in community outreach and organization, project coordination
- ✓ Managed volunteers
- ✓ Helped fundraise for a nonprofit organization
- ✓ Planned and implemented fundraising and awareness events

### **General Program Coordination**

- Represent COA in a positive, professional and friendly manner
- Maintain focus and message on pollution prevention
- Stay conversant and current on COA priorities and programs
- Assist with updating relevant COA materials, fact sheets, and write monthly newsletter articles
- Be flexible to help on any project at any time, as needed

### **Time and Location Requirements**

The summer internship is a full-time position and is generally located at COA's office in Long Branch, NJ. **It is essential to the success of the program and the overall internship experience that the applicant lives within close proximity to the Long Branch office to sustain daily commuting.** No housing or transportation is provided. Official office hours are 9am to 5pm, Monday – Friday, and sometimes longer. Attendance at some evening and/or weekend meetings and/or events may be necessary. Willingness and ability to travel throughout Monmouth and Ocean County, work nights (if needed), and to be “on call” on weekends is required. Flexibility is available for excessive hours when necessary. The position requires a reliable car and the ability to pack and deliver supply bins. Office protocols will adhere to all NJ and CDC guidelines, and COA's office status; applicants must be fully vaccinated.

Business casual attire is expected and can vary depending on activities. Monthly stipend and travel expenses (excluding commuting) are paid. College credit (arranged by the student with the university/college) is available. Start date is as early in May as possible and end date is as late in August as possible.

Interested applicants should demonstrate enthusiasm and basic knowledge of environmental issues, organizational and communication skills, creativity, and willingness to work hard, as well as live within close proximity to the COA office. Applications will be accepted until position is filled. **To apply, send a cover letter including local address, resume, writing sample, and a list of 3 references with affiliations and contact information to: [Projects@CleanOceanAction.org](mailto:Projects@CleanOceanAction.org) with “COAST Internship\_ YOUR NAME” as the subject line.**

### ***About COA***

Clean Ocean Action is a non-profit 501(c)3 organization dedicated to protecting marine water quality in the New York Bight (those waters between Montauk Point, NY, and Cape May, NJ, and to the continental shelf). COA is a broad-based coalition of over 115 active boating, business, community, conservation, diving, environmental, fishing, religious, service, student, surfing, and women's groups. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA visit [www.cleanoceanaction.org](http://www.cleanoceanaction.org).

COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and crew members without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.