



SOUTH SOUND ESTUARY

ASSOCIATION Description

SSEA Internship

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South Sound Estuary Association (SSEA), a non-profit committed to local environmental education, is looking for interns interested in learning the basics of non-profit management. Interns who fill this position can expect to complete their time with SSEA with a well-rounded skill set, ready for employment with non-profits, outdoor education programs, or other related fields. It's essential that applicants to this position demonstrate enthusiasm, creativity, self-motivation, and be interested in environmental education. Intern may be assigned to staff members as appropriate, but reports directly to the Executive Director.

Responsibilities and Projects (assigned based on intern interest and skills)

- Implement program improvements for Pier Peer, Meet the Beach, and the Estuarium
- Work with staff to update environmental education curriculum (adult and K-12)
- Work with staff to expand educational offerings to K-12 schools
- Schedule, coordinate, and represent SSEA at outreach events
- Assist with obtaining wishlist items
- Coordinate and schedule volunteers
- Help with database management and fundraising efforts
- Assist with redesign of website (Joomla)
- Write press releases, radio copy, and other marketing materials
- Assist with mailings, print production, minor graphic design
- Maintain photo library and other drive files
- Actively update SSEA's social media with creative and engaging content

Requirements

Applicants for this internship must be willing to volunteer at least 10 hours per week. Strong communication, organizational, and interpersonal skills preferred. Experience with Google, Microsoft Office, and Adobe programs are encouraged to apply. Familiarity with basic HTML a plus! Applicants must submit a Washington State Patrol background check form provided by SSEA.

Relevant Majors

Environmental Sciences, Marine Biology, Business, Marketing, Non-Profit Management, Education, Administration