



Environmental Policy Internship

Organization Description: Citizens for a Healthy Bay (CHB) is a community-based organization that engages citizens in the cleanup, restoration and protection of Commencement Bay, surrounding waters and habitat. CHB works cooperatively with other nonprofits, local, state and federal government agencies, Indian tribes and private foundations in accomplishing its goals and objectives.

Responsible to: Policy and Technical Project Manager

This intern will work directly with our Policy and Technical Project Manager to develop and implement our environmental policy and advocacy program. This intern will also assist in public presentations and outreach events.

This is an unpaid position.

Qualifications: We are looking for an intern with a strong writing skills, firm knowledge about local environmental issues and a proven interest in environmental policy. Applicant should be organized, reliable, professional and able to work independently. Experience with environmental studies and/or science, research and outreach is preferred, but not required. Strong writing, analytic and interpersonal skills are necessary – this individual should be comfortable with public speaking and interacting with diverse groups of people.

Time Commitment: Intern should be available at least 10-20 hours per week. Start and end dates are flexible, but ideally the intern would be able to start by September 1st.

Responsibilities:

1. Assist with development and implementation of policy program, including assisting with policy and technical research and analysis, writing memos and reports, preparing presentations, and performing funding research
2. Assist with development of educational and outreach materials
3. Represent CHB at various community events, sustainability fairs, volunteer fairs, etc.
4. Manage schedule independently and communicate availability effectively with supervisor
5. Undertake special studies and projects as requested by supervisor

This intern will gain experience in environmental policy, research, technical writing and community outreach. This position offers a dynamic and rewarding experience and will give a unique experience to the inner-workings of a successful environmental nonprofit.

We are deeply committed to enriching the environmental community by promoting diversity, equity and inclusion in our internship program. We welcome and value a diversity of people, experiences and perspectives. We embrace and actively encourage participation of people with differences in age, race, gender identity and expression, socioeconomic status, ethnicity, language, national origin, family or marital status, veteran status, physical and mental ability, sexual orientation, religion and political affiliation.

To Apply:

Please send your resume and a short writing sample (less than three pages) to Karen Gogins at kgogins@healthybay.org. Applications will be reviewed on a rolling basis.