

Title: Education Intern

Reports To: Whitney Thompson and Kirsten Haltman

Duties and Responsibilities:

- Assist with data entry for education statistics
- Assist in researching and applying for grants for developing educational programs
- Assist in updating and improving programs
- Assist in fundraising events
- Participate in cross training, team building, and staff meetings
- Attend and represent the Bolsa Chica Conservancy for scheduled outreach events when conditions allow
- Provide staff support for the Conservancy's education events when conditions allow, including WOW, YLEAP, Summer Programs, WEP, ExperTalks, etc.
- Perform tasks as necessary and assigned

Position Requirements:

- B.A. or B.S. in Natural Sciences or related field of study; or enrollment at a Junior College or University in Natural Sciences or related field of study;
- Short-term session: minimum of 240 hours completed by end of internship period