



Title: Education Intern

Reports To: Whitney Thompson, Kirsten Haltman

Duties and Responsibilities:

- Assist with leading guided hikes of the Bolsa Chica Ecological Reserve, as well as set up and clean up for various labs and activities.
- Provide staff support for other educational events including Windows to Our Wetlands (WOW) events, Summer Wetland Explorers Program, Youth Leadership in Environmental Action Program (YLEAP), Wetland Explorers Program (WEP), and the ExperTalk Series.
- Assist with data entry as needed.
- Manage the Conservancy's social media accounts, including responding to messages and comments, and creating and posting content.
- Assist with other Conservancy operations and events as needed, including but not limited to:
 - Leading services events.
 - Attending outreach events.
 - Assisting with larger events such as annual fundraising events (Barefoot Ball, 4th of July Brunch, etc.), Coastal Cleanup Day, and the Earth Day Festival.
- Participate in cross training, team building, and staff meetings.
- Perform tasks as necessary and assigned.
- Attendance is flexible depending on intern's schedule and extenuating circumstances. Frequent and/or uncommunicated absences may result in termination of the internship.

Position Requirements

- B.A. or B.S. in Natural Sciences, Education, or related field of study; or enrollment at a Junior College or University in Natural Sciences, Education, or related field of study
- A minimum of **150 hours** is required to complete the internship. Longer term internships are available as well.