



COASTAL WETLANDS PLANNING, PROTECTION AND RESTORATION ACT

PUBLIC OUTREACH COMMITTEE

MANAGING
AGENCIES :



CWPPRA Public Outreach Intern

The Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA) Public Outreach team is looking for a highly motivated intern to work part-time (20 hours/week) in our Lafayette office at the USGS Wetland and Aquatic Research Center located in UL Lafayette's Research Park. This position offers the opportunity to be involved in educating the public about Coastal Louisiana land-loss prevention and protection projects while at the same time gaining skills in communication, public relation activities, publication design and creation, and team production.

Start Date: November 2021

Duration: up to 2 years

Responsibilities:

- ✦ Assist with preparation, operation, and clean-up for outreach events such as speaking engagements, exhibits, teacher workshops, presentations, ceremonies, symposiums, etc.
- ✦ Create regular blog posts on WordPress
- ✦ Complete information requests and mail-outs for CWPPRA outreach products
- ✦ Maintain online calendar and list of media articles
- ✦ Assist with the review and development of outreach materials
- ✦ Maintain outreach materials and conduct routine inventory

Required Expertise/Skills:

- ✦ Work experience or academic experience in public relations, outreach, or environmental education
- ✦ Proficiency in Microsoft Office 2007 or later; specifically in Word, Excel, and PowerPoint
- ✦ Some experience in the preparation and editing of reports and documents
- ✦ Organizational skills and attention to detail
- ✦ Professional communication via phone, email, and video conference
- ✦ Ability to perform tasks in a timely manner
- ✦ Must work well in a team-oriented shared-workspace environment, as well as independently when necessary
- ✦ Understanding of Louisiana's coastal wetland loss and current restoration and protection efforts

Preferred Skills/Interests:

- ✦ Experience in creative or technical writing
- ✦ Basic knowledge of WordPress
- ✦ Basic knowledge of Adobe InDesign or Illustrator
- ✦ Interest in public outreach or environmental science
- ✦ Experience managing social media accounts
- ✦ Experience using Adobe Creative Cloud Suite

Qualifications:

Qualified candidates must be a currently registered undergraduate or graduate student or have graduated within the past year. Undergraduate students must be in good standing at a level no lower than sophomore level.

Upon hire, the Public Outreach Intern will be required to complete a Federal background check as well as complete mandatory IT security training, Defensive Driving, and any other assigned online training courses.

Description of Working Conditions:

Work will be performed in an office environment with occasional travel around coastal Louisiana. This job does require some evening and weekend work. This is a part-time position, 20 hours per week, in, at a minimum, 4-hour increments or blocks. There is potential for additional hours during the summer. The Intern is expected to assist the Outreach Team with development of new products including website enhancement, video and audio production, print materials in addition to routine duties and attendance at outreach events.

The Public Outreach Intern must submit and adhere to a work schedule. This position, while flexible to accommodate student's class schedule, is a professional office position that requires punctuality and accountability.

Compensation: \$13.00-15.00 per hour depending on experience and education

Student is responsible for all costs of transportation to and from the principal duty station location. The Government does not provide housing, meals or other living expenses while working at the principal duty station. Travel away from the duty station may be expected at times, assuming it does not conflict with the student's class schedule; government per diem rates apply to travel away from the duty station.

No overtime will be required.

Principal Duty Station:

USGS – Wetland and Aquatic Research Center, 700 Cajundome Blvd, Lafayette, LA 70506

The student may enter the building only during business hours or when a project member is present. Students are required to check-in with the Center receptionist and have their ID card clearly visible at all times.

Interested Candidates Contact:

Interested candidates should submit a cover letter, resumé, unofficial transcripts, two references and a brief writing sample to **Kacie Wright** at kmwright@usgs.gov by October 15, 2021.