



COASTAL WETLANDS PLANNING, PROTECTION AND RESTORATION ACT

PUBLIC OUTREACH COMMITTEE

MANAGING
AGENCIES :



CWPPRA Public Outreach Intern: Graphic Design and/or Video Editing

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 strengthening graphic design and video editing skills.

Start Date: May 2023

Duration: up to 2 years

Responsibilities:

- ✦ Assist in graphic design and video editing to support coastal outreach products and wetland curriculum
- ✦ Assist with preparation, operation, and clean-up for outreach events such as speaking engagements, exhibits, teacher workshops, presentations, ceremonies, symposiums, etc.
- ✦ 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 and academic experience in graphic design and/or video editing
- ✦ Knowledge and experience in Adobe Creative Cloud Suite
- ✦ 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:

- ✦ Public relations, outreach, and/or environmental education
- ✦ Experience managing social media accounts

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 academic 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 infrequent evening and weekend work. This is a part-time position, 20 hours per week, in 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, and creation of digital and 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: \$17.00-20.00 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. In these instances, a federal vehicle will be used, and government per diem rates will apply to travel away from the duty station for over 12 hours.

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 including two references, current unofficial transcripts, and a design portfolio to **Kacie Wright** at kmwright@usgs.gov and copy **Lauren Leonpacher** at lleonpacher@contractor.usgs.gov by February 28, 2023.

Examples of CWPPRA Outreach Materials for reference:

Additional examples available upon request by email.

