



## Intern/Volunteer Job Description

**Job Title:** Ocean Conservation Intern/Volunteer

**Location:** Ocean Champions HQ in Capitola, CA

**Dates of Position:** September - December 2010 (flexible start date)

**Time Commitment:** 12-20 hours per week

### Summary of Position:

The Ocean Conservation Intern/Volunteer Position is designed to introduce college-level individuals to working in the non-profit political sector of ocean conservation. Intern will be exposed to a broad range of legislative and electoral work in support of Ocean Champions' mission.

**Supervisor:** David Wilmot, Ph.D., President and Co-Founder, Ocean Champions

**Organization:** Ocean Champions

### Duties:

1. Research relevant and current ocean legislative issues
2. Increase organizational revenue prospects by identifying and researching potential major donors
3. Draft position papers and other media supporting efforts around key ocean legislation
4. Publishing media across a range of channels
5. Engagement with other ocean-focused NGOs on ocean issues
6. Other duties as assigned on a time-available basis

### Qualifications and Expectations:

1. Minimum commitment of 12 hours per week in Ocean Champions Capitola office and/or from home
2. Insatiable curiosity about ocean and environmental issues, political systems and legislative processes, and campaign development
3. Excellent research, writing, communications and analytical skills
4. Excellent interpersonal skills
5. Independent work style requiring minimal supervision
6. Proficiency in computers with working knowledge of Microsoft Word and Excel as well as internet research and web navigation skills.

### Benefits:

1. Exposure to non-profit political communications, legislative and electoral work
2. Opportunity to develop robust communications materials around complex issues
3. Opportunity to help drive legislative victories in the 111<sup>th</sup> congress, and thus to make a difference for the ocean
4. College credit, if appropriate
5. Letters of recommendation provided upon successful completion of the internship

**To apply:** please send a cover letter, resume and a brief description of why you are interested in this position to: [hr@oceanchampions.org](mailto:hr@oceanchampions.org)