



# 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:** Spring 2020 Semester

**Duration:** up to 2 years

### Responsibilities:

- ✦ Assist with preparation and clean-up for outreach events such as speaking engagements, exhibits, teacher workshops, presentations, and meetings
- ✦ Assist with outreach events (annual ceremonies, workshops, symposiums, etc.) as available
- ✦ Create regular blog posts on WordPress
- ✦ Complete requests and mail outs for CWPPRA outreach products from web, phone, and email sources
- ✦ Maintain online calendar and listing of media articles
- ✦ Assist with the review of outreach materials and develop original outreach material
- ✦ Maintain storage unit and conduct routine inventory of outreach materials

### 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
- ✦ Must work well in a team-oriented shared-workspace environment
- ✦ Organization skills and attention to detail
- ✦ Ability to communicate via phone/email in a professional manner
- ✦ Ability to perform tasks in a timely manner
- ✦ Familiarity with Louisiana's coastal land loss crisis

### 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 creating videos/using Adobe PremierePro

### 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.

**LAc coast.gov**

**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:** \$15.38 per hour

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 **Jennifer Guidry** at [jrguidry@contractor.usgs.gov](mailto:jrguidry@contractor.usgs.gov). Applications accepted through February 10, 2020, with position to be filled by March 16, 2020.