



**NATIONAL
MARINE
SANCTUARY
FOUNDATION**

CAPITOL HILL OCEAN WEEK (CHOW) INTERN ANNOUNCEMENT SPRING (Mid Jan– Mid June)

The National Marine Sanctuary Foundation supports and strengthens the National Marine Sanctuary System and plays a vital role in connecting the American public to the ocean through these special places. Each year, the Foundation hosts Capitol Hill Ocean Week® (CHOW) in Washington, DC, in order to shape the national dialogue on marine and Great Lakes conservation policy. CHOW is the nation's premier annual conference examining current marine, coastal and Great Lakes policy issues. Convened every June around World Oceans Day, CHOW brings together more than 900 national and global policymakers, scientists, scholars, businesses, and conservation leaders to address pressing science, conservation, and management issues.

Capitol Hill Ocean Week Intern

The Capitol Hill Ocean Week Internship is based out of the National Marine Sanctuary Foundation headquarters in Silver Spring, Maryland. The intern's primary responsibility will be to assist the Foundation's Capitol Hill Ocean Week Manager with ongoing programs designed to achieve the goals listed below:

CHOW Conference Goals:

- Shape the national dialogue on marine and Great Lakes conservation policy
- Serve as a platform for announcing policy and partnership initiatives
- Feature speakers from diverse backgrounds, industries and perspectives taking innovative approaches to conservation
- Showcase content that is relevant and engaging for all attendees, including agency officials, nonprofit members, students, scientists, and business leaders
- Spark opportunities for local conversations on conservation issues through the Foundation's Blue Beacon Series

Activities: Tasks associated with fulfilling these goals are likely to include researching and analyzing conference topics, generating lists of potential speakers, updating CHOW website and other communications materials, creating training materials for conference volunteers, and assisting with day-of needs during the CHOW Conference, Gala and Hill Day, and assisting with planning future Blue Beacon Series events.

Qualifications:

- Bachelor's degree; Master's degree or near completion preferred
- Exceptional writing and analytical skills
- Experience creating communications materials
- Ability to perform under tight deadlines
- Demonstrated initiative, ability to work both independently and with others
- Attention to detail and highly organized
- Ability to work quickly and prioritize multiple projects
- Experience working with the Administration, the Hill, and/or marine and/or environmental organizations
- Familiarity with a range of software, including Microsoft Word, Excel, PowerPoint, GoogleDrive
- Basic HTML and experience with WordPress or other CMS platforms a plus



How to Apply:

Please send cover letter, resume and 1-2 writing samples (3 pages max per sample) to applicants@marinesanctuary.org with subject line 'CHOW Internship.'