

TITLE: Communications Intern (Publications and Web Assistant) – Long Island Sound Study

EMPLOYER: NEIWPC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

LOCATION: EPA Long Island Sound Office, Stamford Government Center, 888 Washington Boulevard, Stamford, CT 06904-2152

SALARY: Paid hourly, rate dependent upon level of experience and qualifications

ADDITIONAL INFORMATION: This is a part-time, internship position scheduled for up to 40 hours per week for up to 20 weeks (not to exceed 525 hours), with the expectation for in-office attendance and the potential for off-site visits. Start and end dates are flexible, but should be between mid-May and September. Benefits are not provided, except for social security, workers compensation, unemployment insurance, and the elective deferral (employee contribution) portion of the 403(b) retirement plan. NEIWPC is committed to the professional development of our interns and employees.

BACKGROUND INFORMATION: NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise.

NEIWPC is a partner organization of the Long Island Sound Study (LISS), a program of the EPA National Estuary Program. LISS is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. Working together, these partners have developed a Comprehensive Conservation and Management Plan to restore and protect the Long Island Sound, built around four principles: Clean Waters and Healthy Watersheds; Thriving Habitats and Abundant Wildlife; Sustainable and Resilient Communities; and Sound Science and Inclusive Management. Long Island Sound is an estuary with a coastal population in New York and Connecticut of nearly 4 million people, with nearly 9 million people in the watershed. The watershed includes New York, Connecticut, four other New England states and a small part of Quebec.

JOB SUMMARY: NEIWPC seeks a skilled writer who is excited about communicating how science and management can help sustain and protect an urban waterway from emerging threats such as sea level rise and climate change. The intern will feature projects funded by LISS that are using the best available science and nature-based management initiatives to restore and protect the Sound and its habitats, and to protect coastal communities. The content will appear on LISS's two websites, www.longislandsoundstudy.net and lissclimatechange.net, in *Sound Matters* (an e-newsletter), on new factsheets, and social media (Facebook, Twitter, Instagram). The intern will report to the LISS Communications Coordinator based in the EPA Long Island Sound Office in Stamford, CT and the LISS Project Manager based at NEIWPC.

DUTIES AND RESPONSIBILITIES:

Working with the Communications Coordinator, the intern is expected to work on the following:

- Write 1-2 articles or factsheets a week that highlight climate resiliency projects and research initiated by the LISS and its partners.
- Assist with the Living Shoreline Projects interactive map and web page. Highlight examples of living shoreline projects in the Sound, including at Stewardship Areas.
- Work with the Communications Coordinator and Sustainable and Resilient educators with the CT and NY Sea Grant programs to update the [LISSclimatechange.net](http://lissclimatechange.net) website to focus on Climate Resiliency.
- Work with the Communications Coordinator on developing content such as interactive maps to engage the public in raising awareness about what makes the Sound special.

In addition, the intern is expected to provide program support in the following areas:

- As needed, make updates to the LISS Stewardship Atlas.
- Archive photos used for the internship in Google Photos.
- Participate in regular meetings of the Long Island Sound Communications Team.
- Other duties as assigned.

RECOMMENDED QUALIFICATIONS:

A communications or journalism major with at least two years of college, a recent graduate with a bachelor's degree, or a student majoring in environmental science or policy.

Personal Characteristics

- Have a strong interest in science communication.
- Care deeply about the environment, particularly coastal waters.
- Naturally prone to action with a focus toward continuous improvement.
- Diplomatic and welcoming in their approach to others.
- Able to adapt to change and articulate the “value case” for it.
- Comfortable working in a very collaborative environment and oriented toward getting things done; able to bring perspectives and ideas to the table while remaining open to perspectives and ideas from others.
- Inclusive and interested in helping others.
- Capable of fostering and deserving of trust.
- Accept responsibility and is accountable for results.

Special Knowledge and Skills

- Excellent communication, writing, and proofreading skills and attention to detail.
- Ability to successfully handle multiple tasks and work with diverse individuals and organizations in fast-paced, in-person and remote environments.
- Ability to work independently, responsibly, and diligently while being an effective team player.
- Ability to listen to and communicate with a diversity of stakeholders and collaborators with different interests and backgrounds.
- Competency in Microsoft Office Suite (Excel, PowerPoint, and Word), WordPress, photo and video editing programs, and virtual meeting platforms (e.g., Zoom and Teams).
- Competency in photography and photo editing.
- Ability to shoot and edit short videos to accompany articles is desired but not required. NEIWPC would provide the camera, the intern would need their own access to video editing software with the capability to edit 4k videos.

Requirements

Valid driver's license and reliable access to own transportation. Some site visits may be required to research articles.

Candidates should have their own laptop, reliable internet access, Microsoft Office Suite software, and photo and video editing software.

This position requires incumbent to report to the office or the assigned work location for scheduled work hours. This position is not eligible for telework.

Proof of COVID-19 Vaccination required.