

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

**EMPLOYER:** NEIWPCC, 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

**BACKGROUND INFORMATION:** NEIWPCC 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.

NEIWPCC 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:** NEIWPCC 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 Long Island Sound Futures Fund projects, highlighting efforts to reduce stormwater pollution, open river miles, restore wildlife habitats, and engage publics in the protection and restoration of the Sound. The Long Island Sound Futures Fund has invested over \$42 million in over 500 projects since 2005. The content will appear on LISS's website [www.longislandsoundstudy.net](http://www.longislandsoundstudy.net), in *Sound Matters* (an e-newsletter), on new factsheets, and social media (Facebook, LinkedIn, and 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 NEIWPCC.

#### **DUTIES AND RESPONSIBILITIES:**

Working with the Communications Coordinator and Science Communicator the intern is expected to:

- Write 4-8 articles throughout the internship period that highlight [Long Island Sound Futures Fund](http://www.longislandsoundstudy.net) projects.
- Create social media posts highlighting the Futures Fund and other LISS projects.
- Update content on the website to engage the public in raising awareness about what makes the Sound special.
- Support LISS efforts to improve accessibility of communications materials such as webpages, articles, slideshows, and other documents.
- Provide support on other seasonal projects including communicating the development of the new Comprehensive Conservation Management Plan.

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

- Archive photos used for the internship in Google Photos.
- Participate in regular meetings of the Long Island Sound Communications Team.
- Provide content for NEIWPCC publications, examples include Interstate Waters Magazine, Streamlined, Annual Reports, State Summaries, as well as the NEIWPCC website and social media.
- Other duties as assigned.

**RECOMMENDED QUALIFICATIONS:**

A communications or journalism major or minor with at least two years of college experience. Recent graduates are welcome to apply. A background in environmental or marine science or policy is preferred.

**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 and is committed to contributing to the overall success of NEIWPCC and LISS.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

**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. NEIWPCC would provide the equipment, but it is preferred that the intern would have their own access to video editing software.

**Requirements**

- Valid driver's license and reliable access to own transportation. Some site visits may be required to research articles.
- Candidates must have their own laptop, reliable internet access, and Microsoft Office Suite software.
- This position requires incumbent to report to the office or the assigned work location for scheduled work hours.
- Proof of COVID-19 Vaccination required.

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

**ADDITIONAL INFORMATION:** This is a seasonal 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 early June 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. NEIWPCC is committed to the professional development of our interns and employees.