

Civicorps INTERN DESCRIPTION



Job Title: SF Bay Intern
State Coastal Conservancy

Reports To: Coastal Conservancy's Deputy SF Bay Program Manager
Civicorps Director of Community Engagement

Pay Rate: \$20.00/ hour

Hours: 40 hrs/week, 9:00 a.m. to 5:00 p.m.; Hybrid- Oakland, CA/Remote

Open Date: 7/15/2024

Closing Date: Until filled

Position Summary:

The SF Bay Intern Corpsmember position is a 1-year position. To be eligible for this position, a Corpsmember must meet the following minimum qualifications:

- 1) Ability and willingness to perform all the essential functions of a Corpsmember in Civicorps.
- 2) Ability and willingness to drive a State provided vehicle as part of the job.
- 3) Expressed interest in a career and/or further education in this or a related field; and,
- 4) Available to report to the Coastal Conservancy's downtown Oakland office at least two (2) days a week (Tuesday & Wednesday). and report remotely three (3) days a week (Monday, Thursday, Friday), between the hours of 9:00 a.m. to 5:00 p.m.

Essential Duties and Responsibilities:

Under the direction of the Coastal Conservancy's Deputy SF Bay Program Manager or designated representatives, the SF Bay Intern Corpsmember is responsible for the following:

- 30% Support the update and installation of informational and interpretive signage for the San Francisco Bay Area Water Trail (<https://sfbaywatertrail.org/>) – a network of non-motorized small craft launches and landings that connect the Bay by water. This will require outreach and coordination with site managers of up to 52 Water Trail launches around the Bay to understand existing conditions and needs, review of site permits, contributing to and reviewing signage content and designs, and assisting with implementation. Intern work could include site visits if there is interest. Intern will work with and be supported by the Water Trail's Project Management Team, which includes representatives from the Conservancy, Bay Conservation and Development Commission (BCDC) and Association of Bay Area Governments (ABAG). Intern may also be assigned to other Water Trail tasks. This could include helping research and write reports for designating new launch and landing sites, attending and supporting technical assistance meetings to support new site development, helping with planning and facilitating Water Trail Implementation Meetings with the Project Management Team and Advisory Committee Members.
- 30% Managing the SF Bay Program's project monitoring assignments including monthly downloads from Coastal Conservancy project database, creating a tracking spreadsheet of assignments, developing a plan for conducting monitoring, and tracking progress on monitoring report completion and database updates. In addition to coordinating and tracking overall monitoring

needs, the intern will conduct project monitoring across the 9 counties of the Bay Area including researching projects, completing travel documentation, reserving vehicles, traveling to and walking sites to determine project compliance, taking photo documentation, and documenting outcomes.

- 30% Support SCC Tribal and Equity Liaison with various tasks related to justice, equity, diversity and inclusion at SCC. This includes agency policy updates, outreach and engagement, interagency coordination, social media, meeting facilitation and more. Specific projects may include updating outreach strategies for hiring new staff, grant programs, and consultants; supporting with more equity focused social media posts; Co-facilitating Environmental Justice Equity Diversity and Inclusion meetings; gathering and analyzing the tribal acquisitions and co-management contract languages to support staff with future grant agreements. Interview SCC staff on project selection criteria/Tribal engagement to find lessons learned and best practices.
- 10% Other projects as assigned. The work of a Coastal Conservancy Project Manager and Tribal and Equity Liaison varies, and the Intern may be assigned additional tasks to support agency work. The Intern will also have a chance to get involved with efforts that interest them at SCC that are not expressed in this duty statement.

Position Qualifications:

- Must have High School Diploma
- Must have valid CA Driver's License
- Familiar with computer programs such as word and excel. Able to read, type, answer email, and participate in video calls/ meetings.
- Committed to diversity and inclusion.
- Passionate about the environment.
- Eager to learn new professional skills in the office setting and willing to take on new challenges.
- Able to communicate clearly and professionally with the public, agency officials and co-workers.
- Willingness to conduct outreach and connect with new people, while representing SCC professionally.

Bonus Qualifications:

- Experience in the following fields is highly valued for this role: environmental, conservation projects, customer service, data entry, community volunteering / organizing.
- Passionate about climate change adaptation, and coastal restoration
- Completion of college courses

To apply, provide cover letter and resume to:

Joseph A. Billingsley, Director of Community Engagement
Civicorps, 101 Myrtle Street, Oakland, CA 94607

Joseph.billingsley@cvcorps.org