

## **Intern Job Description**

<b>Job Title:</b>	Education Staff Assistant
<b>Location:</b>	One position for Key Largo, Florida
<b>Stipend:</b>	Unpaid Internship
<b>Dates of Positions:</b>	Flexible
<b>Time Commitment:</b>	2 months minimum – 6 months maximum

### **Summary of Position:**

The Education Staff Assistant will assist in the organization and maintenance of the Florida Keys National Marine Sanctuary (FKNMS) upper region education resources as well as helping in the continuing efforts to educate the community and visitors to South Florida about our precious environments. The intern will also provide field assistance to FKNMS staff for both land- and water-based projects.

<b>Supervisor:</b>	Mary Tagliareni
<b>Organization:</b>	Florida Keys National Marine Sanctuary

### **Duties:**

- Assist with the staffing of local festivals and events.
- Actively participate as a member of the education staff team in carrying out all aspects of the FKNMS management plan.
- Assist with on-water work as surface support when needed by the FKNMS staff.
- Assist with the organization and maintenance of the 35 mm slide library.
- Scan selected images to be added to the electronic image database.
- Add image descriptions of new slides to the image database.
- Identify voids in the image coverage, and take steps to fill these voids.
- Add descriptions of new books, videos, etc. to the library database.
- Assist with time coding of FKNMS stock video footage.
- Perform other duties as assigned.

### **Benefits:**

- Excellent experience with many of the projects and people working within the FKNMS.
- Involvement in a variety of international, national, and local environmental programs and efforts.
- Participation in fun field days (marine and terrestrial).
- Experience as environmental education instructor in classroom and field programs.
- Experience in planning, conducting, and evaluating marine education program.
- Opportunities to contribute to improvement of an education program.
- Fun days on the water.
- College credit, if appropriate.
- Letters of recommendation provided upon successful completion of the internship.

### **Qualifications:**

- A basic understanding of the South Florida ecosystems and how they are interrelated.
- Willingness to work on a flexible schedule and to travel throughout the Florida Keys and South Florida. (No overnight travel required.)
- Computer experience
- Well developed organization skills with a solid orientation to detail.
- A self-starter with a strong desire to learn.
- Must enjoy working with young people (usually middle school students)
- Good written and verbal skills.
- Must have own transportation.

**Certification Required (helpful but not required):**

First Aid and CPR

**Training Provided:**

- On-the-job training for each project will be provided.

**Equipment/Tools to be supplied by Volunteer:**

- Personal Vehicle
- Snorkel Gear

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Contact Name:  
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