



## **Bureau of Oceans, Environment, and Scientific Affairs**

The Bureau of Oceans, Environment and Science (OES) promotes transformational diplomacy through advancing environmental stewardship, encouraging economic growth, and promoting social development around the globe to foster a safer, more secure and hopeful world.

We further these goals through programs and activities concerning infectious diseases, biodiversity, climate change, access to water and energy, oceans affairs, science and technology cooperation, management of toxic chemicals, environmental components of trade agreements, and the exploration of space. In addition, the Bureau represents the United States at major international negotiations. These activities demonstrate the Bureau's commitment to policies that make concrete improvements in people's lives.

### **Offices in OES include:**

- Office of Policy Coordination and Initiatives (OES/PCI)
- Office of Marine Conservation (OES/OMC)
- Office of Oceans Affairs (OES/OA)
- Office of Environmental Policy (OES/ENV)
- Office of Ecology and Natural Resource Conservation (OES/ENRC)
- Office of International Health and Biodefense Affairs (OES/IHB)
- Office of Space and Advanced Technology (OES/SAT)
- Office of Science and Technology Cooperation (OES/SCT)

### **Position Description: Intern, Public Outreach Team**

The OES Public Outreach Team works with officers throughout the Bureau on a broad range of press, public affairs and public diplomacy activities. These include developing and implementing press strategies, coordinating with regional bureaus on public diplomacy initiatives and organizing speaking tours for Bureau principals. The objective of the Public Outreach Team is to communicate U.S. policy objectives on the wide variety of issues covered by the Bureau to audiences across the United States and around the world.

What would I do in OES/PO?

### **Day-to-day tasks may include:**

- Attending events such as Asia-Pacific Partnership Briefings, meetings at other U.S. departments, and events featuring the Assistant Secretary and other high level officials in order to take photographs for the Web site
- Compiling a daily news clips package to be e-mailed to the Bureau
- Organizing logistics and speaker panels for International Visitor Leadership Programs
- Conducting research for media inquiries
- Reaching out to news organizations via phone and e-mail
- Drafting media notes
- Drafting stories and photo captions to be posted on the OES Web site
- Attending weekly staff meetings and helping with a presentation by the office
- Drafting an article to be published in a magazine

## **Position Description: Intern, Office of Ocean Affairs, Bureau of Oceans and International Environmental and Scientific Affairs (OES/OA)**

### **What does OES/OA do?**

The Office of Ocean Affairs has primary responsibility for international ocean law and policy, marine pollution, marine mammals, polar affairs, maritime boundaries, and marine science. More specifically, the Office of Ocean Affairs is tasked with providing support for U.S. interests in the following oceans-related areas: Antarctica, the Arctic, marine biodiversity, coral reefs, deep seabed mining, Antarctic fisheries, aquatic invasive species, Law of the Sea, the extended continental shelf, marine science research authorizations, maritime boundaries and national maritime claims, maritime security, navigation/transport, ocean dumping, United Nations regional seas programs, seabirds, and marine mammals -- particularly whales.

### **What would I do in OES/OA?**

#### **Day-to-day tasks for OES/OA interns include:**

- Conducting research on relevant issues in collaboration with OA staff and staff of other government agencies with ocean portfolios such as the Coast Guard, NOAA, or EPA; writing up results for potential distribution to OES and agency colleagues.
- Attending meetings on current OA priorities, and writing summaries to distribute to OES staff.
- Researching and writing letters in furtherance of State Department's role in international oceans work.
- Writing briefing materials for interagency meetings related to the OA portfolio.
- Assisting OA staff in preparation for their participation in international meetings and negotiations, including drafting, reading and discussing position papers.

#### **Special projects assigned to OES/OA interns have included:**

- Helping prepare the Deputy Assistant Secretary for Oceans and Fisheries for testimony to the Senate Foreign Relations Committee on three oceans treaties.
- Drafting a memo to the G-8 delegation on a bilateral meeting between President Bush and the President of Indonesia.
- Conducting in-depth research on U.S. Government policy on international oil spill response.

### **What would I get out of an internship in OES/OA?**

"OA is a great place for anyone with broad interests in law, policy, or science, as the State Department's oceans portfolio covers work in everything from compliance with national and international laws, to protection of individual marine species; from issues related to modern navigation to those related to historic shipwrecks. An OA intern will be exposed to a wide variety of issues that are sure to spark their interest, and will be given an invaluable opportunity to work in depth on some with OA and agency expert staff." -Anna Skubikowski, OES/OA intern, summer '08

## **OES/PCI Intern Activities**

### **Job Description**

The Office of Policy Coordination and Initiatives in the Bureau of Oceans, Environment and Science (OES/PCI) manages the twelve Regional Environment, Science and Technology and Health Officers (Hubs) and is responsible for outreach to the more than sixty bilateral Environment, Science and Technology, and Health (ESTH) officers overseas. Through

coordination between OES and other bureaus in the DOS, PCI is responsible for ensuring that the U.S. goals on ESTH issues are more fully integrated into overall U.S. foreign policy efforts. PCI serves as regional geographic experts within the OES Bureau. PCI leads the Bureau's strategic planning processes and pursues resources to achieve our diplomatic objectives, ensuring the linkage of assistance to U.S. foreign policy goals on ESTH issues. OES/PCI also manages overall OES involvement in broad, cross-cutting environment and foreign affairs issues. PCI works closely with the OES Front Office and reports directly to the Principal Deputy Assistant Secretary.

**Day-to-day work typically includes:**

- Conducting research and monitoring news on ESTH issues from open media and USG-internal sources; preparing analytical summaries of those reports.
- Working with Hub Officers and ESTH officers in the region and facilitating contacts with interagency experts to promote regional collaboration on OES issues;
- Supporting coordination and development of outreach and training programs, including organizing ESTH officers' conferences;
- Working with the Hub Officers to develop/expand their public outreach and web updates.
- Preparing briefings for Ambassadors, DCMs, and ESTH Officers prior to their departure to Post;
- Coordinating OES bureau positions and preparing guidance material for senior officials, including for trips, events and meetings with representatives from other USG agencies and foreign countries;
- Supporting the coordination of strategic planning on regional ESTH issues;
- Participating in the preparation of OES bureau budget proposals, justifications and requests;
- Serving as backup for PCI co-workers; and
- Carrying out special projects as assigned.