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| --- | --- |
| Organization | Name |
| CNRA - OPC |  |
| Position Number | **Effective Date** |
| 534-001-4870-901 |  |
| Classification Title | **Working Title** |
| Student Assistant | OPC Summer Intern |
| CBID | **Supervisor** |
| E | Jenn Eckerle |

**Position Description**

Under the close supervision of the Ocean Protection Council’s (OPC) Environmental Program Manager I (EPM I) (Supervisory)and working with the Executive Director and other technical and administrative staff, the Student Assistant participates in OPC’s Summer Internship Program and supports implementation of OPC’s mission and strategic plan priorities, as well as the California Natural Resources Agency’s policy initiatives.

**Essential Job Functions**

\*40% Assists with implementation of coastal and ocean conservation priorities in OPC’s strategic plan related to climate change, equity, biodiversity, and the sustainable blue economy. Helps track relevant science and state and federal legislation and policy. Contributes to staff reports, recommendations and presentations for OPC Council meetings or other efforts. Leads or supports communications and community outreach efforts, including website content, social media and blog posts.

\*30% Assists with grant and contract management including helping develop scopes of work, tracking deliverables and reviewing preliminary or final project/research findings. Helps develop future grant solicitations and/or support existing solicitations through proposal review and coordination with applicants.

\*25% Assists with scheduling and planning of interagency and multi-stakeholder meetings to facilitate increased collaboration on specific coastal and marine conservation issues. Helps draft meeting agendas, takes meeting notes and coordinates with meeting participants including scientists, stakeholders, tribes, and other governmental and non-governmental entities.

5% Presents OPC accomplishments and strategic priorities at hearings, public meetings and other venues.

***\*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.***

*California is one of the most biodiverse places on the planet. As such, OPC values diverse employees working together to protect the coast and ocean for all Californians. OPC is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

Employee

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_