



Duty Statement

Organization	Name
CNRA - OPC	Vacant
Position Number	Effective Date
534-001-4870-904	TBD
Classification Title	Working Title
Student Assistant	OPC Summer Intern
CBID	Supervisor
E	Deputy Director, OPC

Position Description

Under the close supervision of the Ocean Protection Council's (OPC) Deputy Director and other technical and administrative staff, the Student Assistant participates in OPC's Summer Internship Program to support implementation of OPC's mission and strategic plan priorities, as well as broader California Natural Resources Agency's policy initiatives.

All staff are responsible for supporting implementation of OPC's mission and the California Natural Resources Agency's policy initiatives, which include embedding equity and environmental justice, and meaningful engagement with California Native American tribes, into programs and efforts related to climate and biodiversity.

Position Category

This position is categorized as Remote-Centered. The position's job duties can be performed while teleworking 50% or more of the time within a work month from an alternate work location. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.

Essential Job Functions

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

*45% Assist with implementation of coastal and ocean conservation and research priorities in OPC's strategic plan related to climate change, community benefits, biodiversity, and the sustainable blue economy. Help track relevant science and state and federal legislation and policy. Provide research and contribute to staff

reports, recommendations and presentations for OPC Council meetings or other efforts. Lead or support communications and community outreach efforts, including website content, social media and blog posts, as assigned.

- *25% Conduct research and assist in informing future grant solicitations, projects, and/or support existing solicitations to provide recommendations to technical staff.
- *20% Assist with scheduling and planning of interagency and multi-stakeholder meetings to facilitate increased collaboration on specific coastal and marine conservation issues. Help draft meeting agendas, take meeting notes, and coordinate with meeting participants including scientists, stakeholders, tribes, and other governmental and non-governmental entities.
- 5% Present OPC accomplishments and strategic priorities at hearings, public meetings and other venues.
- 5% Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.

****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: _____