



OC Habitats

Contact Info:

OC Habitats

949.697.8651

Stacey Chartier-Grable, Executive Director/Internship Program Director

OCH@ochabitats.org

Position (Unpaid Intern):

- Habitat Conservation Intern
- Film Intern
- Art Intern
- Public Relations, Marketing and Social Media Intern
- Administrative Intern

Deadline for Application:

Summer Internship: April 30th

Fall Internship: August 31st

Spring Internship: December 31st

Description:

The mission of OC Habitats (OCH) is to provide a public service for the many habitats of Orange County, California through conservation efforts, rehabilitation, restoration, education, outreach, volunteerism, monitoring, and partnering with other entities whose goal is to promote the preservation, conservation, and restoration of natural habitats and the species therein. We accomplish this mission with our highly passionate and experienced staff through education and outreach to the public in our habitat education programs, our coastal dune monitoring programs, and our restoration programs around the county. We work collaboratively with other like-minded organizations in and around Orange County to serve people of all ages and backgrounds. We have a more intense focus on school-aged students who we believe are the future stewards of our planet.

Internship Training

- Leadership/Mentorship – As intern progresses through program the level of responsibility will increase. We would like to see all interns perform in some leadership capacity during their time with us.
- Public Speaking and Program Development – OCH has a strong base in education and outreach and, therefore, has much need for public speaking in the classroom or at public forums. We like to have each intern participate in at least one public speaking event during their time with us. With current social distancing recommendations this public speaking may be in the form of virtual programming versus in-person programming.

- **Teamwork and Collaboration** – Interns will meet weekly with the intern team as well as work with board members and volunteers. They will often be asked to collaborate, brain storm, and build a project together. In addition to in-house teamwork, interns may also be asked to work with our partner organizations and agencies to work on specific projects that we are working on together.
- **Habitat Monitoring and Species Identification** - All interns will learn to monitor our coastal dune habitats and identify a variety of species. This is part of our field work. This work may also include attending meetings with government agencies that we are collaborating with to reach our end goals of conservation and protection.
- **Research and Writing** – All OCH interns will participate in research and writing during their time with us. We post a variety of articles through our website and quarterly newsletter that addresses current environmental topics in and around our area.
- **Administrative, Business, Marketing and Finance Skills** – As a small nonprofit there are many aspects of the organization that the intern will be exposed to and may be asked to help with. This could include scheduling, fundraising and marketing, social media, data manipulation, and more. This aspect is usually a small part of the intern's overall experience unless intern is an administrative intern with the goal of working on the business side of our organization.

Intern Roles/Responsibilities

Intern Specific Project:

- Lead a project that is in progress or new to the intern.
- Coordination with team on work effort to complete tasks and goals.
- Project will reflect the interns educational and professional interests and goals as well as stay within the parameters of OCH mission.

Education and Outreach:

- Public interaction through education and outreach programs
- Public speaking to primary and secondary schools as scheduled, seminars to public (all ages)
- Habitat education instruction and field practice with our Nature Classes Home School programs (September – May)
- Coordination and organization with partners, other non-profits, and volunteers
- Collaboration with partners and their projects (Restoration and Citizen Science)

Habitat Monitoring:

- Basic species identification for a variety of OC habitats such as Coastal Dunes, Riparian, Wetlands, and Chaparral ecosystems/biomes
- Monitoring of sensitive habitats and species within
- Data entry and interpretation

Habitat Restoration

- Work with restoration team on various restoration programs within Orange County
- Learn plant and animal species specific to project habitats in order to provide background and information to our volunteer team

- Act in a leadership role with team by helping to plan, organize, and implement programs throughout the term of internship
- Act as a liaison with volunteers and project partners when coordinating events and programs

Habitat and Policy Research:

- Research on sensitive habitats and species, and government policy as related to specific topic
- Research related to educational programs being offered, matching with CA state standards
- Policy and environmental law research as related to specific issues in the area.

Public Relations, Marketing, and Fundraising

- Work with team on general marketing of OCH and its projects and programs to the public and private sectors
- Help to develop materials that promote our mission and programs
- Work with Fundraising Team on our fundraising campaigns and programs
- Work with our Grant Team to seek, research, and apply to grant programs that can benefit the furthering of OCH mission.

Film Intern Projects:

- Work with OCH team (administrators, directors, interns and staff) on the development and publication of videos and slideshows that support and supplement our mission and programs.
- Work within Adobe Premiere or similar editing software
- Work with website applications and social media applications for publication
- Coordinate with different members of the OCH team on content (academic and creative)
- Work in the field, directing team to provide quality material and content for programming

Requirements and Expectations:

- Days/Time: 10 or more hours per week (in office and field), as determined by OCH and intern
- Weekly reports on progress of works or projects as well as bi-monthly evaluations and exit interview at end of internship term.
- Length of internships: 6 month with potential to extend.

How to apply

Student can apply through our organization by clicking this [link](#) or going to this website:

<https://app.betterimpact.com/Application?OrganizationGuid=aa79d1b5-7bf2-40dd-a3b8-99e80a603655&ApplicationFormNumber=2>

Student should complete the application in as detailed a manner as possible and include a cover letter and resume. Once the cover and resume have been reviewed and deemed a potential candidate for the position, an interview will be schedule either in-person or virtual. Cover letter should be addressed to OCH Intern Program, Stacey Chartier-Grable.

Additional information can be sent via to Stacey Chartier-Grable, OCH@ochabitats.org.



Contact Info:

OC Habitats

949.697.8651

Stacey Chartier-Grable, Executive Director/Internship Program Director

OCH@ochabitats.org