



GRADUATE EXECUTIVE INTERNSHIP POSITION ANNOUNCEMENT

Charleston, South Carolina

The S.C. Sea Grant Consortium (Consortium) is seeking a part-time Graduate Executive Intern to be based at its office in Charleston, South Carolina. The Intern will work directly with the leadership of the Charleston Resilience Network (CRN) and the Consortium to support operations of the CRN and conduct tasks as assigned by the Consortium's Executive Director.

The Consortium is a university-based state agency established in 1980 to optimize the environmental, social, and economic potential of the coastal and marine resources of the state and region through the support of high-quality research, extension, communications, and education programming. For more information about the Consortium, visit <http://www.scseagrant.org>.

The Graduate Executive Intern will:

- Provide programmatic and coordination support for the Charleston Resilience Network (CRN). With guidance and support of the CRN, the Intern will:
 - Provide coordination and support for CRN organizational and planning meetings, and community engagement activities, including preparation of minutes and documentation and tracking of action items.
 - Assist with planning and preparation of upcoming meetings with officials from outside the Charleston region; prospective communities include Miami-Dade, FL and San Francisco, CA.
 - Maintain and enhance CRN collateral materials, including letterhead, brochure, fact sheets (when necessary), website maintenance, and other CRN information pieces.
 - Assist CRN and Consortium efforts being conducted through its extramural funding efforts, including the DHS NIPP contract and NOAA Regional Coastal Resilience Grant.
- Provide programmatic and coordination support for selected Consortium efforts. With guidance and support of the Consortium's Executive Director, the Intern will:
 - Assist with the agency's advisory and visioning functions, including planning, organizing, and staffing miscellaneous meetings and workshops.
 - Assist with selected marine-related policy projects (e.g., offshore wind; marine aquaculture).
 - Provide support for specific Consortium-related scientific and outreach projects (e.g., S.C. Coastal Water Monitoring Network visualization portal (SCCWMN); S.C. Task Group on Harmful Algae; Consortium Coastal Summit).

Required Qualifications:

Strong research, organization, analytical, and communication skills are required; knowledge of and some experience with organizational coordination and management is desirable. The successful candidate must have excellent problem-solving skills, be able to work well independently, and must be experienced with Microsoft Office software (Word, Excel, PowerPoint, and Access) and Geographic Information Systems (GIS), and have some experience with online collaboration software (e.g., Slack; GoToMeeting, etc.) and Wordpress content management system and associated applications.

Position Type

This is a paid part-time internship position for up to two (2) years. Work performed through this internship may be used to meet academic internship requirements, as appropriate. In-state and regional travel may be necessary; a valid driver's license is required.

Work Hours and Travel:

This position is based in Charleston, South Carolina. The successful candidate will be expected to work up to 20 (29 in the summer) hours per week during normal Consortium business hours of Monday through Friday, 8:30 am to 5:00 pm, although some tasks may at times require work in the early evenings or weekends.

To Apply:

A complete application will include a letter/e-mail of interest explaining how the internship will be beneficial to the applicant's career goals, along with a resume or curriculum vitae and the name of the applicant's major professor and/or mentor along with an additional reference, to be sent in digital format to:

Mr. Ryan Bradley
Assistant to Director for Administration
S.C. Sea Grant Consortium
287 Meeting Street
Charleston, SC 29401
ryan.bradley@scseagrant.org

This position is available immediately. Review of applications will begin as submissions are received and will continue until the position is filled. No phone calls please.