

2019 Internship Opportunities



Lynnhaven River Now is a 501c-3 non-profit organization that oversees the very health of Virginia Beach waterways, improving habitat, decreasing pollutants, and engaging the entire Virginia Beach community in the health of its waterways.

Lynnhaven River Now is seeking energetic, responsible, self-directed interns to join our team for Spring and Summer of 2019. All internships can be applied for online. Find our **Intern Application** at the bottom of the ***Get Involved*** page at **www.LRNow.org**.

All internships are unpaid.

Anticipated start date for each is Spring 2019.

Communications and Media Intern

Program area: Administrative team

Hours per week: 10+ hours preferred

This intern will assist LRNow's **Development & Communications Coordinator**. This position is a good fit someone majoring in communications, graphic design, photography, video and/or film.

Intern Duties and Responsibilities

- Research important dates that align with our mission & come up with materials to post on or near that day. Ex- Friday April 26 is Arbor Day (That week we would post something about our notable tree program, write a blog on the benefits of tree, create a post encouraging people to plant trees etc.)
- Sort through Waterway Cleanup photo albums. Pick 5 of your favorites (1 group from each month in 2018 and put those in a separate file on the shared drive.
- Assist in preparing a design guide for staff
- Manage databases and input information, data, and records
- Attend and contribute ideas at PR & Marketing committee meetings
- Attend events; take photographs, tweet, short videos, etc.
- Assist in creating blogs for the website
- Create flyers, infographics and other materials for us to use at outreach events
- Update and post supervised social media and website content; respond to web correspondence, social media posts

Communications and Media Intern, cont.

Intern Requirements and Qualifications

- Must be able to take high resolution photographs & videos
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Photographer and/ or Videography for Education Events

Program area: Education/Pearl Schools

Hours per week: 10+ preferred; flexible with Education Programming Schedule

Summary: The intern will work with the Education Coordinator to accurately document educational events using photography and/or video. These media products will be used in advertising, publications and on social media. Course credit may be available.

Responsibilities:

- Take photos and/or video at all education events, including pre-school programs and teacher trainings to be used for publications and social media
- Download, label and store photographs for easy retrieval
- Edit video footage
- Create on-line photo albums and video productions, as needed

The ideal candidate will:

- Be an upper level undergraduate, graduate student or recent graduate
- Own a digital camera and/or video equipment
- Experience in both indoor and outdoor photography (preferred)
- Have the skills and ability to take quality photographs/video, especially of children
- Possess prior experience in editing media materials for use on-line or in publications (preferred)
- Be flexible and self-motivated with exceptional time management skills
- Have their own transportation

Education Intern

Program area: Education/Pearl Schools

Hours per week: 10+ preferred, flexible with education programming

Summary: The intern will work with the Pearl School/ Education Coordinator and Pearl School Assistant on various projects. The projects given will be based on the experience and education of the intern and may include the preparation of materials for teacher workshops and educational programs, helping to develop new games and activities for outreach events, development of new educational programs based on LRNow's needs, as well as assisting during educational programs.

Education Intern, cont.

Responsibilities:

- Accurately prepare educational materials for teacher workshop and classes
- Help develop new games and activities for outreach events
- Create an educational program and associated materials in line with the Virginia Beach Standards of Learning
- Assist during pre-K programs
- Assist with special programs, both at Pleasure House Natural Area and offsite

The Ideal candidate will:

- Be an upper level undergraduate, graduate student or recent graduate (preferred)
 - Be detail oriented
 - Work well in a team
 - Be creative
 - Demonstrate excellent communication skills, verbally and in writing
 - Be flexible and self-motivated with exceptional time management skills
 - Have experience working with children (preferred)
 - Be able to work independently
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Water Quality Data Intern

Program area: Citizen Science programs

Anticipated Start Date: Spring 2019

Hours per week: 10+ preferred; flexible within business hours

Summary: The intern will work with the Pearl Program Coordinator to enter and organize monthly water quality data from the Citizen Scientist Water Quality Monitoring program. Data comes from volunteers and Hampton Roads Sanitation District laboratory to provide an up-to-date, monthly picture of Virginia Beach waterways.

Responsibilities:

- Enter monthly water quality data as provided by HRSD
- Develop a site-based data entry tool
- Enter monthly field data as submitted by the Water Quality volunteers
- Other duties as needed

The ideal candidate will:

- Be an upper level undergraduate, graduate student or recent graduate
 - Be detail-oriented, self-motivated and able to work independently
 - Be accurate and comfortable with manipulating numeric data
 - Proficient in Google docs, Google forms, Excel and WORD
 - Demonstrate excellent communication skills, verbally and in writing
 - Be flexible and self-motivated with exceptional time management skills
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Pearl Business Intern

Program area: Pearl Business

Hours per week: 10+ preferred, flexible

Summary:

The intern will work with the Pearl Business Coordinator to develop mailing and contact lists for Virginia Beach businesses. Intern will contact Virginia Beach businesses to gather information or introduce the program. Intern will update and create Pearl Business materials, construct informational packages to recruit businesses. Some travel maybe required.

Responsibilities:

- Develop, update and compile business-related marketing materials
- Constructing targeted and general mailing lists
- Communicate with Virginia Beach businesses
- Other duties as needed

The ideal candidate will:

- Be an upper level undergraduate, graduate student or recent graduate of business or marketing program
- Be detail-oriented, self-motivated and able to work independently
- Be accurate and comfortable with manipulating numeric data
- Proficient in Google docs, Google forms, Excel and WORD
- Demonstrate excellent communication skills, verbally and in writing
- Be flexible and self-motivated with exceptional time management skills
- Provide own transportation

For more information, email office@LRNow.org.



3663 Marlin Bay Dr., Virginia Beach, VA 23455

757-962-5398 www.lrnw.org