Job Announcement: Operations Intern

About Heal the Ocean
Heal the Ocean focuses on wastewater infrastructure – sewers and septic systems – as well as ocean dumping practices that have contributed to ocean pollution. We are focused on Santa Barbara County, but our methods are now serving as a model for other coastal communities across the country.

About the Position:
Heal the Ocean is hiring an Operations Intern (roughly 15 hours/week) to support our staff on a variety of projects within the organization. The Operations Intern will work with both the Executive Director and Operations Coordinator on outreach and administrative efforts. Our ideal candidate will be eager to work in non-profit office administration and will demonstrate a positive personal. Some knowledge of ocean/water environmental issues is a plus.

Responsibilities:
- Offering support with administrative activities including but not limited to:
  - Checking and sorting mail, filing, typing, answering phones, copying, binding, and scanning.
- Undertaking and assisting with research projects as directed.
- HTO Dog Bag Program maintenance.
- Assisting with HTO social media accounts (Facebook and Instagram).
- Assisting with local fundraising events and volunteer events.

Qualifications:
- Previous administrative, office, or assistant experience preferred.
- Excellent written and verbal communication skills.
- Good research skills, including the ability to effectively synthesize reports and articles on a wide range of issues.
- Strong sense of initiative and ability to support various mission tasks.
- Ability to work in a flexible office environment.
- Proficiency in MS Office required.

Compensation & Start Date:
This is an hourly, part-time, paid position. Compensation is dependent on experience. No benefits.
Starting date is flexible.

To apply:
If you are interested in this position, please submit a brief cover letter and resume by email to alison@healtheocean.org as soon as possible.