



Headquarters Internship: Constituent and Legislative Affairs

To apply, please e-mail a cover letter, writing sample and resume to:
Celeste Leroux, Environmental Policy Specialist, Celeste.Leroux@noaa.gov

What We Offer

We invite you to join a dedicated and enthusiastic team at NOAA's Office of Response and Restoration where you will gain invaluable resume-building experience and an insider's perspective from the nation's leader in ocean conservation and management. As an intern, you will work on a variety of projects focusing on outreach and public engagement. Based at our headquarters in Silver Spring, MD (easily accessible on Metro's Red Line), you will be in the loop and encouraged to attend marine policy events, lectures, conferences and receptions that provide fantastic networking opportunities for your career development.

Position Description

OR&R faces the challenges of supporting the NOAA and Administration initiatives while keeping pace with Congress and constituents in support of our major programs:

- Emergency Response
- Natural Resource Damage Assessment & Restoration
- Marine Debris
- NOAA Disaster Response Center

OR&R works on critical environment hazard issues such as oil spill response, offshore drilling policy, marine debris prevention and reduction, and restoring natural resources. We are looking for motivated self-starters who enjoy independent as well as group work to join our team in 2011. The ideal candidate for this internship will possess a strong academic background and the desire to immerse him or herself in the world of marine policy and the internal workings of a federal office.

[Applications are reviewed on a rolling basis year-round, so please include dates of availability in your submitted materials.](#)

Major Responsibilities:

- Assist in preparations for 1-on-1 meetings with key OR&R constituents and user groups and events as needed to support OR&R programs. If your schedule permits attending these meetings/events, assist in note-taking and preparation of debrief materials.
- Assist in preparation for and execution of congressional outreach events such as briefings and hearings.
- Assist in preparing quarterly stakeholder and weekly internal newsletters for email distribution.
- Research key members of congress and constituent groups, then write/update biographical profiles for OR&R staff reference.
- Track progress of key legislation and attend related hearings.
- Assist in preparation and/or revision of OR&R briefing documents focused on oil spill response, marine spatial planning, the Arctic and other key issues.
- Assist in special projects as needed.

Desired Qualifications:

- Interest or experience in marine policy and communications.
- Excellent writing skills and a strong work ethic.
- Familiarity with MS Word, Excel and PowerPoint software.
- Excellent attention to detail and developed social skills.
- Experience researching academic literature.

Eligibility and Compensation:

OR&R cooperates with institutions of higher learning and internship coordination programs to support students who have arranged to receive credit for their work. We can accommodate part-time and full-time availability. While the duration of internships can vary, most typically lasts at least 6 weeks. At this time, stipends are not offered.

Internships are open to all individuals over the age of 15. The NOAA Office of Security requires a background check for all interns and staff; this process will begin at the start of your internship.

Non-US citizens must hold an appropriate visa and be accepted as an intern at least 45 days prior to the scheduled start date to complete additional security clearance.

**Our role
is stewardship;
our product
is science.**

NOAA's Office of Response and Restoration protects coastal and marine resources, mitigates threats, reduces harm, and restores ecological function. We provide comprehensive solutions to environmental hazards caused by oil, chemicals, and marine debris.