



*PLEASE POST*

## **Position Available: Database Intern**

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters, including the Santa Monica Bay, safe, healthy and clean for people and marine life. We achieve our goals through a variety of research, education, public outreach, advocacy and policy-oriented programs. Used by almost everyone in Southern California, our beaches and coastal waters are one of the region's most important natural resources.

Heal the Bay is looking for an organized, responsible person capable of working in a fast-paced environment to assist in the management of our soon to be launched Trash Database. Heal the Bay has been working hard to arrive to the final stages of this project that will become an asset to the organization as well as the public, like the BRC. The Programs Intern will be working closely with the Beach Programs Manager and the Programs Department staff to update the Marine Debris Database in summer of 2013.

This part-time, non-commissioned intern position (minimum of 10 hr/week; but very flexible) is an excellent opportunity to gain experience in the environmental field. This internship would ideally begin on June 17 and end on August 16, 2013.

### **Responsibilities**

- Maintain the Trash Database with data input of trash numbers collected over the last 5 years.
- Assist in determining the academic uses of this database as a city, school, or any other agency resource.
- May require working with curriculum specialists to develop appropriate K-12 lessons for school use of the Trash Database.
- Update the set of directions and explanation of the Trash Database for public use.
- Assist in the training of volunteers to input data online.
- Help oversee volunteers during data entry.
- Make presentations to community groups about the Trash Database and its use.

### **Qualifications**

- Very well organized and careful attention to detail.
- Proficient in data entry.
- Strong communication and writing skills.
- Ability to lead and coordinate groups of volunteers.
- Ability to work well both independently and as a team.
- Must be proficient in Microsoft Office applications.
- California driver's license required; a car for driving to meetings is a plus.
- Written and oral fluency in another language is a plus.
- All Applicants must be at least 18 years of age; students of college level studies are preferred.

### **Please submit online resume and cover letter to:**

Eveline Bravo  
Beach Programs Manager  
[www.healthebay.org/internships](http://www.healthebay.org/internships)

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