

# COASTAL RESTORATION INTERN

Coastal Restoration



## SUMMARY

Assist in the organization and classification of Coastal Restoration files. Participate in all Coastal Restoration functions.

## ESSENTIAL FUNCTIONS

- Check documents and organize files.
- Attend Coastal Zone Management and Restoration Advisory Committee Meetings.
- Go on field inspections and learn about different kinds of wetlands.
- Attend briefings, meetings, and presentations with staff and other internal and external entities as needed.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Ability to read memos, letters, reports, correspondence, certificates, specifications, newspapers, and maps.
- Ability to write letters, memos, reports, agendas, resolutions, and correspondence.
- Ability to perform general math calculations.
- Proficient in Microsoft software (Word, PowerPoint, Excel, Outlook, and Publisher).
- Possess and maintain valid Louisiana driver's license.

## EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university by May 2024.

## WHAT YOU WILL LEARN

The intern will be incorporated into field investigations, so they will learn about the type of field data that is included in the Wetland Valuation Assessments and the Coast Zone Management Program in general. They will also learn about the different permits associated with parish, state, and federal agencies needed within Terrebonne Parish.

**Please submit a current transcript with application.**

## JOB OVERVIEW

### STARTING PAY

\$12 to \$13.50 per hour

### LENGTH OF INTERNSHIP

June 3 to July 26

### SCHEDULE

Schedule varies; 20-25 hours per week

### LOCATION

Government Tower