What is the Summer Intern Programme at Sustainable Coastlines?

The Summer Intern Programme enables individuals to gain core skills in community engagement, event management, education delivery, design, communications, and more. The goal is for interns to help deliver on the vision of beautiful beaches, healthy waters, and inspired people. As a summer intern, you will work in our experienced Sustainable Coastlines team to care for our coastlines and waterways through the design, coordination, and implementation of our core activities.

What positions are available?
1x Design & Communications, 3x Operations, 1x The Flagship Education Centre.

Position details:
Part time, 30 hours per week (somewhat negotiable).

Time period:
November 2019–April 2020 (somewhat negotiable).

Stipend (towards expenses):
$100 p/week.

Reporting manager:
Programmes Manager, Auckland / Strategic Partnerships Director.

Position location:
Wynyard Quarter, Auckland

Ideal candidates have:
Positivity, initiative, a willingness to learn, a passion for the environment and sustainability, availability for the full time period, related experience, NZ residency, a full NZ driver’s licence (Operations only).
Why should I join?

If you're keen to learn the skills to create a positive environmental difference, or to explore development into an environmental career, one of these positions could be the role for you. Join the experienced, fun, and inspiring Sustainable Coastlines team, learn the tips of the trade, grow your skills and knowledge base, and set yourself up for a lifetime of effecting positive action.

What does it mean to be a Summer Intern?

As a Sustainable Coastlines intern you have the ability to drive positive environmental action through grassroots activities and a unifying connection with nature.

It means you’re an environmental leader and you understand how positive action drives more positive action. It means you’ll be recognised for your action, not just your words.

What does the programme offer?

1. Skills development and training specific to your role from our experienced Sustainable Coastlines staff.
2. Access to Sustainable Coastlines staff for brainstorming and mentoring.
3. Quarterly networking sessions where you’ll rub shoulders with Sustainable Coastlines staff, ambassadors, sponsors, and special guests.
4. Sustainable Coastlines merchandise and membership (details on membership TBA).
5. Opportunities to deliver Love Your Coast, Litter Intelligence, and Love Your Water presentations and events (Operations and The Flagship interns only).
6. First-aid training (Operations and The Flagship interns only).
7. Opportunities for paid work beyond the term of your internship.

Who can be involved?

We work with everyone from all backgrounds, ages, and walks of life. The Summer Intern Programme is open to all persons with NZ residency to apply.

We ask that you please provide us with your most recent CV so we can get an idea of your personal and professional experience as well as answer some simple questions so we can get to know you better. For Operations or The Flagship Education Centre internships, use this application form, and for the Design and Communications internship, please fill out this application form.
The Design and Communications Intern will work closely with our communications team to produce design collateral and assist with Sustainable Coastlines’ online presence and communications with both our audience and our sponsors. The role will involve proposing, researching, and adapting content ideas. These may include campaigns, memes, and infographics that could potentially be created or repurposed for Sustainable Coastlines’ online channels. It will also involve assisting with planning for social media, sourcing images, and publishing pre-drafted posts. There will also be some general admin and work in the partnerships space, including responding to lower-level relationship requests and other queries through our shared inbox, organising the calendar of the Strategic Partnerships Director, and planning our quarterly ‘Friends Of’ event. There will also be the opportunity to assist with developing funding projects, campaign ideas and a ‘sponsor leverage’ toolkit to help our sponsors get the most out of their association with us.

The person we’re looking for is self-motivated and creative; they have excellent attention to detail, a good understanding of brand appropriateness, a flair for social media (ideally experience in communications), and experience using the Adobe suite.
Skills and experience gained:

• Working in a high-functioning and supportive team environment.

• Design skills: adapting templates and producing design for social media using Adobe InDesign and Illustrator.

• Communication skills including writing, producing effective designs, and a greater understanding of brand appropriateness.

• Software experience: Wordpress, Salesforce, MailChimp, and Trello.

• An understanding of the partnerships space: what goes into funding a non-profit organisation.

Experience requirements:

• Strong writing and communication skills.

• Experience in coordinating social media and managing databases.

• Adobe suite, particularly InDesign and Illustrator. Ability to learn new software.

• A strong sense of adventure and willingness to learn.

• Creative and self-motivated with strong problem-solving ability.

• Ability to promote a positive team atmosphere.
The Operations Interns will assist with the effective planning, implementation, and development of Sustainable Coastlines’ core activities; namely, beach clean-ups, tree plantings, educational presentations, training workshops, and litter data collection activities.

Working under the support and guidance of our Auckland Programmes Manager, this position will involve the day-to-day coordination of our Love Your Coast, Love Your Water, Litter Intelligence, International Volunteer Programme, DIY, and Ambassador programmes.

With a busy summer of activities ahead, we are looking for people who add positivity, enthusiasm, initiative, and a can-do attitude to our operations team. No single day will be the same — this role will suit those who like variety and don’t mind rolling their sleeves up and getting stuck in to help others and achieve team goals.

We’re looking for highly practical, physically fit people with the ability to run events and community engagement activities, and carry out extended scientific field work with a smile on their face.
Operations Interns (x3)

Skills and experience gained:
• Working in a high-functioning and supportive team environment.
• Training and hands-on experience in planning, coordinating, and delivering community, volunteer, and corporate beach clean-ups.
• Training and hands-on experience working on the Litter Intelligence programme, including planning, coordinating and delivering litter transects and data collection with community groups.
• Proficiency in the use of software for project management including Salesforce, Trello, and Xero.
• Training in the delivery of educational presentations to varied demographics.
• Working with and alongside international volunteers, community groups, corporate groups, schools, and other important community stakeholders.

Experience requirements:
• Clean full driver’s licence.
• A good level of fitness.
• Level headed and practical.
• A strong connection to the ocean and understanding of water and ocean related issues, either professional or otherwise.
• A strong sense of adventure and willingness to learn.
• Strong writing and communication skills.
• Enthusiastic interpersonal style that promotes a strong team atmosphere.
• Experience in data collection and management and/or scientific processes is preferred but not essential.
The Flagship Education Centre Intern (FECI) will take the lead in coordinating events and education activities at the award-winning Flagship Education Centre over summer. The Flagship is a unique and beautiful event space that is on its way to being certified as a ‘Living Building’ (through the Living Building Challenge regenerative design framework).

The FECI will be tasked with helping to develop and execute a plan to increase hires of the venue as well as coordinate events, ensuring clients are given first-class service before, during, and following events. As The Flagship is open to the public and works as Sustainable Coastlines’ HQ, there are regularly drop ins, groups, and schools visiting — it is the role of the FECI to meet and greet people, conduct tours of the building’s many sustainable design features, and deliver educational presentations on Sustainable Coastlines’ core programmes.

We’re looking for a details-focused, driven, and vibrant person to represent the organisation to important community stakeholders and clients. This is a unique opportunity to work with an inspiring team at the forefront of the sustainability movement.
The Flagship Education Centre Intern (x1)

Skills and experience gained:
• Working in a high-functioning and supportive team environment.
• Training and hands-on experience in coordinating and delivering high-quality events.
• Knowledge of sustainable building design principles associated with the Living Building Challenge.
• Training in the delivery of educational presentations to varied demographics.
• Proficiency in the use of software for project management including Salesforce, Trello, and Xero.
• Working with and alongside international volunteers, community groups, corporate groups, schools, and other important community stakeholders.

Experience requirements:
• Experience in hospitality and running events.
• Experience in researching market opportunities and selling of a venue preferred.
• Clean full driver’s licence preferred.
• Level headed and practical.
• A strong connection to the ocean and understanding of water and ocean related issues, either professional or otherwise.
• A strong sense of adventure and willingness to learn.
• Strong writing and communication skills.
• Enthusiastic interpersonal style that promotes a strong team atmosphere.
How do I apply?

Please fill out the appropriate application form below and attach your CV to apply to be a summer intern at Sustainable Coastlines. Applications close once the spaces are filled, so get in quick!

[Operations and The Flagship Education Centre interns application form.](#)

[Design and Communications Intern application form.](#)