



sustainable
coastlines

Internship Programme

Information pack 2020–2021

What is the Sustainable Coastlines Internship Programme?

The Sustainable Coastlines Internship 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 an 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?

We need interns for programmes, design and communications, sponsorships, and operations.

Position details:

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

Time period:

Minimum six weeks commitment, start time negotiable.

Stipend (towards expenses):

\$100 per week.

Reporting manager:

Variable.

Position location:

Wynyard Quarter, Auckland

Ideal candidates have:

Positivity, initiative, a willingness to learn, availability for the full time period, related experience, NZ residency, a full NZ driver's licence (Operations and Programmes Interns only).



Programme information

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 intern at Sustainable Coastlines?

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 Internship Programme is open to all.

We ask that you please provide us with your most recent CV and a cover/motivation letter so we can get an idea of your personal and professional experience.

Design and Communications Interns



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.

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, experience in communications, and experience using the Adobe suite.



Design and Communications Interns



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.

Experience requirements:

- Strong writing and communication skills.
- 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.



Programmes Interns



The Programmes 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 and programmes team, this position will involve the day-to-day coordination of our Love Your Coast, Love Your Water, Litter Intelligence and DIY programmes.

With a busy year of activities ahead, we are looking for people who add positivity, enthusiasm, initiative, and a can-do attitude to our programmes 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.



Programmes Interns



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 surveys 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 and capability of driving a manual vehicle.
- 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.



Operations Interns



Our Operations Interns will support our Operations Director, Fun and Fundraising Manager and International Volunteer Programme Manager to deliver on Sustainable Coastlines goals in and around Auckland.

This will be a significantly varied role that will include coordinating events and education activities at the award-winning Flagship Education Centre, assisting and running the International Volunteer Programme, contributing to the Ambassador Programme and supporting and maintaining the behind the scenes operations of the organisation. The role will also see you contribute to the certification of the Flagship Education Centre as a Living Building under the International Living Future Institute framework.

This role may have overlap with the Programmes Intern role and significant opportunities will be given to contribute to Sustainable Coastlines core programmes. In particular, there will be an expectation to manage and run school presentations and events at the Flagship Education Centre

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.



Operations Interns



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 working in a diverse and dynamic team environment
- 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.



Partnerships Interns



The Partnerships Intern will work closely with our Strategic Partnerships Director to assist with the management of Sustainable Coastlines' family of beneficiaries, clients, sponsors and corporate partners.

The role will involve helping with sponsorship pitches, researching opportunities, collating industry statistics, resources and information. Organising events and networking functions. Tracking sponsor commitments and activities. Liaising with sponsors for media and event requirements. There will also be the opportunity to assist with developing funding projects, campaign ideas and a sponsor toolkit to help our sponsors get the most out of their association with us.

You will need strong persuasive writing skills, a high level of organisation, strong relationship management skills, an ability to communicate effectively and be details-oriented as developing and maintaining effective internal processes to improve efficiencies will be an important aspect of the role.

While significant support will be provided, this role will require a high level of initiative, independence and creative problem-solving. You will also liaise regularly with all members of the Sustainable Coastlines team to ensure consistency across sales, partnership management, design, communications and online requirements.



Partnerships Interns

Skills and experience gained:

- Working in a high-functioning and supportive team environment.
- Training and hands-on experience in coordinating multiple partners.
- An understanding of the partnership space and what goes into funding a non-profit organisation.
- Problem solving and leveraging skills.
- Stakeholder management.
- Budgeting and forecasting.
- Creating sponsorship pitches.

Experience requirements:

- A strong sense of adventure and willingness to learn.
- Strong writing and communication skills.
- Creativity and strong problem-solving ability.
- Enthusiastic interpersonal style that promotes a strong team atmosphere.
- Experience in database management.
- Computer literate.



Business Development and Communications Intern



We're looking for an intern who can help us reimagine the future of Sustainable Coastlines in a post-Covid world. The initial focus will be on business development, change management and market research and will then move to funding acquisition, retention strategies and engagement programmes.

Historically we've relied on corporate funding, voluntourism and events; all of these revenue streams have been significantly impacted by Covid-19.

The successful intern will be required to conduct market research and analyse new trends and opportunities, and understand how this will affect the structure of the business. Particularly regarding an 'impact attribution' funding model.

Our new strategic direction will have a large digital focus, for attracting funders, delivering impact investment, and as a critical communications tool. This will need to be part of the new business strategy to help drive engagement and create stronger relationships with our partners and donors. We are also launching a new membership programme, which will have a significant impact on our fundraising ability. We will require assistance on the launch and ongoing corporate social responsibility (CSR) strategies that align with this programme.



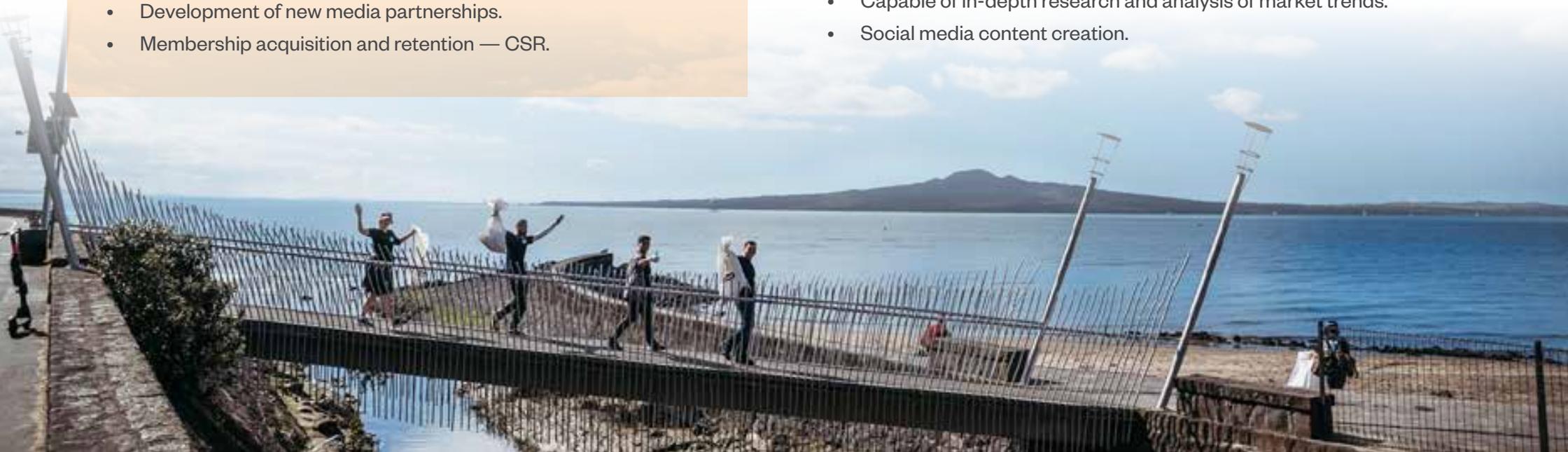
Business Development and Communications Intern

Skills and experience gained:

- Experience and research opportunities required to write a thesis.
- Market research and trend analysis.
- Impact attribution and other funding models.
- Impact funding as a key tool for the tourism industry.
- Business development and partner relations.
- How to diversify revenue streams.
- Change management and organisational structure.
- Digital strategy and social engagement.
- Social media content creation and engagement strategies.
- Development of new media partnerships.
- Membership acquisition and retention — CSR.

Experience requirements:

- A strong sense of adventure and willingness to learn.
- Independent worker and can-do attitude.
- Strong writing and communication skills.
- Creativity and strong problem-solving ability.
- Understanding of an environmental NGO.
- Experience in an impact-focused charity operating at a grass-roots level.
- Understanding of the tourism sector and potential funding opportunities.
- Capable of in-depth research and analysis of market trends.
- Social media content creation.



Testimonials



“Interning at Sustainable Coastlines was an absolute pleasure. Learning how to manage projects and assist in operations, while spending time a mixed amount of time in a beautiful office and outdoors has been an amazing experience that I wish upon many more future interns.

Getting stuck in and doing something good for the planet while meeting great people was a dream and I thank the team at Sustainable Coastlines for the opportunity.”

Ben Cooper — Auckland

“This internship was one of the most enjoyable work experiences of my life! I was given every opportunity to gain valuable experience and take leadership, and I left with far more confidence in my abilities and skills.

The Sustainable Coastlines team made me love coming into work, and it was so rewarding to be making a positive difference for New Zealand’s coastlines and waterways. I also liked that each day was different and exciting. I would recommend to anyone who is passionate about environmental action or wants to get practical experience working in a non-profit.”

Grace Stevens — Auckland



How do I apply?

Please send your CV and cover/motivation letter to fletcher@sustainablecoastlines.org and include in the subject line the position you are interested in. We will be in touch shortly after.