



sustainable  
coastlines

# Internship Programme

Information pack March 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?

Our intern positions cover operations, social media, design, sponsorships, and operations. Check our website for current intakes.

## Position details:

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

## Time period:

Minimum six weeks commitment, start time negotiable.

## Stipend (towards expenses):

\$20 per day.

## Reporting manager:

Variable.

## Position location:

Wynyard Quarter, Auckland, or flexible, Wellington

## 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.

# Operations Interns Auckland and Wellington



**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 operations 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.



# Operations Interns

## Auckland and Wellington



### 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.



# Social Media Marketing Intern



**The social media marketing intern will work closely with our communications team to promote events, drive engagement and encourage donations through curating and scheduling high-quality social media content. The role will involve understanding the Sustainable Coastlines brand, learning our tone of voice, and telling our story in a motivating and engaging way.**

Working with the support of the communications coordinator, you will write and refine copy, design content based on existing templates using Canva, and research creative content ideas. You will also keep an eye on what's going on in the world of social media and monitor the Sustainable Coastlines social media channels (Facebook, Instagram, Twitter and LinkedIn).

To tell our story, you'll liaise with the operations team to capture on-the-ground content by ensuring that the team knows what needs to be done and when to do it. There is an existing social media strategy to work to, and the opportunity to feed into and adapt this. The role is likely to involve some analytics and administration tasks.

The person we're looking for is self-motivated and creative; they have excellent attention to detail, a good understanding of brand appropriateness and a flair for creating engaging content.



# Social Media Marketing Intern



## Skills and experience gained:

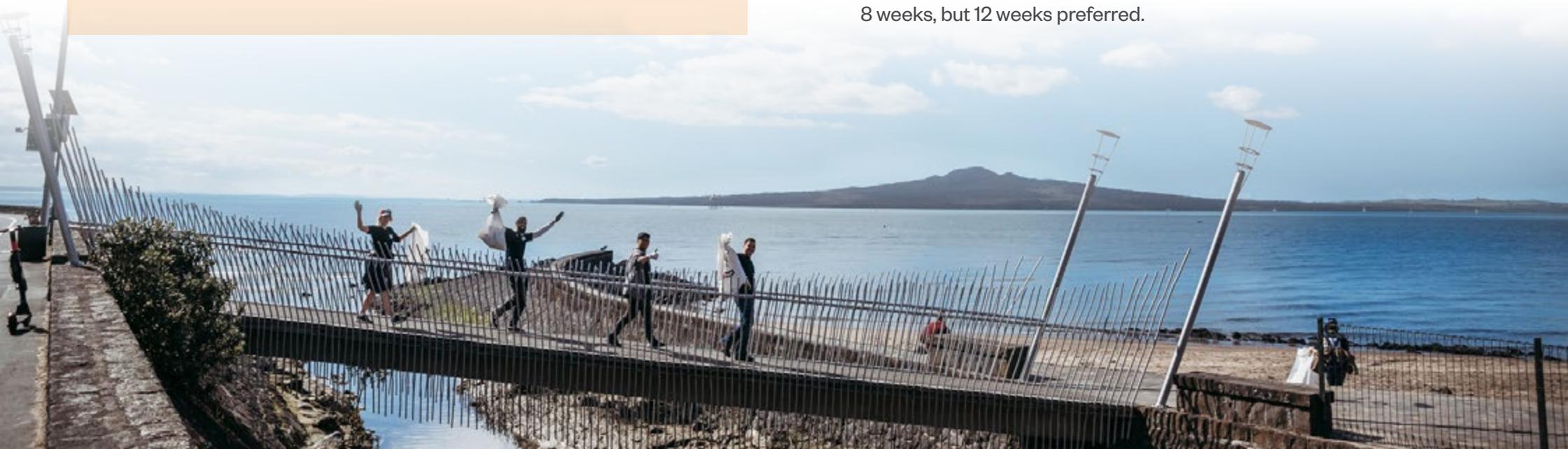
- Working in a high-functioning and supportive team environment.
- Design skills: adapting templates and producing design for social media.
- Writing skills: producing engaging and grammatically correct copy.
- Understanding brand appropriateness.
- Software experience: Trello, Canva, Hootsuite. Potential to learn Wordpress, Salesforce, and MailChimp.

## Experience requirements:

- Solid writing and proofreading ability.
- Organised and ability to adapt to existing systems.
- Design aptitude — no specific programme knowledge required.
- Willingness and ability to learn new programmes.
- 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.

## Minimum time commitment:

8 weeks, but 12 weeks preferred.



# 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 letter to [natalia@sustainablecoastlines.org](mailto:natalia@sustainablecoastlines.org)  
Include in the subject line the position you are interested in.

We will be in touch shortly after, thank you!