



Marine Extension and
Georgia Sea Grant
UNIVERSITY OF GEORGIA



Program Specialist Intern

Purpose

This position will provide administrative and project management support to the Marine Extension and Georgia Sea Grant program at their Brunswick facility. This position will also provide assistance in maintaining the facility, vehicles, vessels and grounds, as well as support current research and outreach programs as needed.

Objectives

- Assist in administrative tasks within an environmental organization
- Assist in the maintenance of facilities
- Serve as an integral member of a diverse team
- Gain skills in coordination, communication, administrative tasks, and exposure to the operations of an environmental organization

Job Duties and Responsibilities

The program specialist intern position is designed for a young professional pursuing a career in administrative, program specialist, and the overall operation of an environmental organization. The intern will provide administrative support for the Program Specialist, Associate Marine Extension Director, and other Marine Extension and GA Sea Grant staff in Brunswick, Georgia. Duties include, but are not limited to; assisting in maintaining files and meeting notes, archiving and inventorying lab equipment, festival and office supplies, greeting the public and answering calls, scheduling repairs and maintenance for building and fleet of vehicles and supporting programmatic events. This intern will also provide assistance in maintaining the facility, vessels, vehicles, and grounds, including the demonstration gardens, and provide logistical support for current coastal research and public outreach programs.

Minimum Requirements

- High level of professionalism and ability to interact with diverse audiences
- Ability to work 10-15 hours per week
- Proficiency with Microsoft Office software
- Precise attention to detail and ability to follow procedures meticulously
- Must demonstrate excellent writing, public speaking, communication, interpersonal and organizational skills.
- Represent Marine Extension and Georgia Sea Grant at community events and outreach programs
- Ability to lift 40lb, work in inclement weather conditions as well as an office setting

This position is a temporary, unpaid internship. Academic credit is available to students who have worked with their university to arrange an academic placement through their institution.

Supervisors

Courtney McGill
courtney.mcgill@uga.edu
(912) 264-7268

Bryan Fluech
fluech@uga.edu
(912) 264-7268