



**Title: San Bernardino Communications Intern (1 opening)**

**Start/End Dates:** February 12, 2024 – December 27, 2024 (anticipated dates)

**Stipend:** \$300 per week living stipend + AmeriCorps Education Award.

**Term:** 46 weeks, Part-Time, Remote (22+ hours per week)

**Reports To:** Al Barrus (USFWS Public Affairs Specialist)/Lacrecia Johnson (USFWS Zone Biologist)

**Location:** San Bernardino National Wildlife Refuge (7628 N. Highway 191, Douglas, AZ 85607)

**Status:** 450-hour + 300-hour AmeriCorps Service Terms (served back-to-back)

**Benefits:** AmeriCorps Education Awards of \$1,718.25 and \$1,374.66; Public Lands Corps Certificate\*; all with successful completion of the internship. **On-site housing is available.**

\*To be eligible for a Public Lands Corps certificate, interns must be between the ages of 18-30, inclusive, at the time the individual begins the term of service and must complete 640 service hours or more to qualify.

**Summary:**

**Arizona Conservation Corps (AZCC):**

Arizona Conservation Corps, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930's. AZCC is focused on connecting youth, young adults, and recent era military veterans with conservation service work projects on public lands. AZCC operates programs across Arizona that engage individuals and strengthen communities through service and conservation. AZCC has program offices in Flagstaff and Tucson.

**United States Fish & Wildlife Service (USFWS):**

The U.S. Fish and Wildlife Service, working with others, is responsible for conserving, protecting, and enhancing fish and wildlife and their habitats for the continuing benefit of the American people through Federal programs relating to migratory birds, endangered species, interjurisdictional fish and marine mammals, and inland sport fisheries. As part of its mission, the USFWS is charged with enforcing Federal Wildlife Laws and Protecting Endangered Species.

The 2,369-acre San Bernardino National Wildlife Refuge (SBNWR) lies along the international border with Mexico in southeast Arizona's Cochise County. It was established in 1982 for the primary purpose of recovery of native fishes of the Rio Yaqui watershed. The Refuge is headquartered near the small community of Douglas, Arizona.

**Position Summary:**

The Communications Intern will fill a vital role in disseminating information internally and externally and collaborating with partners to showcase the ongoing restoration efforts, current status, and desired outcomes of the intensive 600-acre ecosystem restoration project located in and around Black Draw at the San Bernardino National Wildlife Refuge. The primary aim is to elevate awareness of the project and the area's significance, fostering partnerships and engaging volunteers to aid in the recovery of Refuge landscapes and species. This internship will provide on-the-job experience.

The intern's primary role will be to produce and disseminate information about an ecosystem restoration project through digital media production. The Intern will be responsible for completing videos for the Refuge, including but not limited to digital media projects illustrating historical conditions and current-day conditions and documenting restoration actions. Additionally, the intern will produce materials for education boards and host a local youth media contest.

The supervising public affairs specialist will work one-on-one with the intern remotely to prepare and assist them in their tasks. The intern will have the opportunity to participate in communications meetings and will be introduced to other agency employees who work in the communications field (social media, media relations, video production, text story production, congressional and Native American affairs).

The on-site supervisor will work with the intern to make sure they can access areas of the Refuge and to connect them with local partners. The intern will gain exposure to U.S. Fish and Wildlife Service lands, processes, partnership building, and career opportunities. The intern will receive training in federal government communications practices (including 508 accessibility requirements and scientific and conservation communications), Adobe Creative applications, video production, and script writing, social media posting for a national brand, community outreach, and how to represent the agency with partners. **Housing is available for the intern during their term.**

#### **Essential Responsibilities and Functions:**

- Visit refuge to conduct filming and photography as needed, or at least once per month.
- Produce photo and video content that meets agency accessibility requirements.
- Produce still photo and video content of prescribed burns, and of grubbing work along Black Draw and in thicket areas.
- Produce social media content to promote videos, contests, and refuge events.
- Prepare drone footage for use in videos.
- Coordinate a contest for local youth, coordinating with local partners to ensure contest prizes and products are delivered timely.
- Create graphics for use on educational boards that will document erosive processes and current conditions.
- Final products should include multiple 3-5 min videos on Refuge history and its current condition, b-roll, and graphics, illustrating refuge history and comparing historical conditions of the refuge with current day conditions.

#### **Minimum Qualifications:**

- Willing and able to represent Arizona Conservation Corps and the U.S. Fish and Wildlife Service in a professional, positive, and enthusiastic manner.
- Ability to work independently.
- Enrollment in **OR** recent college credits in college-level classes for media production or similar programs, with a portfolio showcasing multimedia content creation skills. On-the-job experience can be used to meet this requirement in place of college classes.
- Proficiency in graphic design and video editing software, such as Adobe Premiere, Photoshop, or similar programs, demonstrated through professional portfolio or coursework.
- Ability to build and maintain partnerships with diverse stakeholders.

- Proficiency in utilizing various communication tools, social media platforms, and graphic design software.
- Must possess a valid driver's license and an insurable driving record (documentation to be provided upon request).
- Willing to undergo and must pass required basic criminal history checks.
- Ability to perform the essential duties of the position with or without reasonable accommodation.

**Preferred Qualifications:**

- Local to the Douglas/Sierra Vista, Arizona area.
- Ability to work independently.
- Ability to plan and lead events.
- Demonstrated experience in communications, outreach, or public relations, preferably in the environmental or conservation sector.

**Physical Requirements:**

- To successfully perform essential functions, the individual is required to sit, stand, walk, speak, hear, etc. May be required to stoop, kneel, crouch or crawl for significant periods of time and be able to safely lift 50 pounds on a routine basis.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Participant Essential Eligibility Requirements:**

**Participation and Expected Behavior:**

- Work effectively as a member of a team despite potentially stressful and difficult conditions. This may require problem solving on an interpersonal or group level as well as a willingness to accept differences.
- Contribute to a safe learning environment, no harassment of others for any reason.
- Willingness and ability to complete all aspects of the program including conservation projects, education, training, and national service.
- Effectively communicate ideas and concerns as they arise directly to supervisors, colleagues, and organization staff.
- Appropriately represent AmeriCorps, Arizona Conservation Corps, and the U.S. Fish and Wildlife Service at all times.

**Safety and Judgment:**

- The intern will be supplied with an agency vehicle once at the Refuge office, for work purposes and will be required to drive to work sites from the Refuge office.
- Work will require gathering content outside in remote areas with camera equipment and a tripod, hiking off-trail or on unmarked paths, exposure to inclement weather, uneven terrain, and slippery/wet conditions.
- Work is along the U.S. Mexico border where poisonous/venomous/stinging animals and sharp vegetation (ex. cactus, mesquite, etc.) are common. Candidates should be prepared for this type of field work.
- Effectively communicate danger to others in the form of either a warning of danger others may be encountering or a notification of personal distress, injury or need for assistance. Must be able

to do so at a distance of up to 50 meters and in conditions with limited visibility or loud background noise such as darkness or high winds.

- Effectively perceive, understand, and follow direction by others so that you will be able to successfully execute techniques to manage hazards.
- Stay alert and focused for several hours at a time while traveling and working in varied weather conditions.
- Respond appropriately to stress or crisis.
- If taking prescriptions medications, participants must be able to maintain proper dosage by self-medicating without assistance from others.

**Environmental Ethics:**

- Learn and practice 'Leave no Trace' techniques.

**Substance Free:**

- In accordance with a drug free workplace, alcohol and drugs are prohibited while participating in AmeriCorps and program activities and while on organization property.

**To Apply:** Please submit a resume and cover letter along with the online application at <https://azcorps.org/ip-positions>. If you have questions, contact AZCC's Individual Placement Coordinator Preston Sands at [psands@conservationlegacy.org](mailto:psands@conservationlegacy.org).

For more information on the U.S. Fish & Wildlife Service, please visit their website at <https://www.fws.gov/>. Information on the San Bernardino NWR can be found at <https://www.fws.gov/refuge/san-bernardino>

For more information about Arizona Conservation Corps, please visit <https://azcorps.org/>. Arizona Conservation Corps is a program of Conservation Legacy.

