

Restoration Intern

Newport Bay



Conservancy

Organizational Overview: Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and vegetated marsh surrounded by upland coastal sage scrub and grassland. Our mission is to protect and preserve the Bay and its watershed through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

Job Summary: Restoration Intern will be responsible for assisting in the success of NBC's Restoration Projects stewardship activities which include planning, design, implementation, and monitoring of wetland restoration projects including restoration site preparation, invasive plant removal, data collection and entry.

Principal Responsibilities:

- 1) Train and oversee volunteers to assist with habitat restoration projects, mainly in Lower Constellation Coastal Sage Scrub and High Marsh Restoration Project.
- 2) Prepare material and content for volunteers to conduct restoration activities. Work with NBC and its land-owning partners to ensure the site is adequately maintained to deliver a quality experience.
- 3) Collect, enter and organize biological data.
- 4) Plant propagation and transplanting.
- 5) Collaborate with Supervisor to facilitate training for restoration activities as necessary.

Intern Specifications:

- 1) Bachelor's degree (*in process*)
- 2) Experience in native (and exotic) plant identification
- 3) Interest in wetland restoration practices
- 4) Behavioral Skills
 - a. Interpersonal
 - b. Team working
 - c. Planning, Organizing, ability to follow-through on tasks
 - d. Communications
- 5) Computer
 - a. Microsoft Office (Outlook, Word, Excel, PowerPoint)
 - b. Accurate typing skills of 45 wpm
 - c. Ability to learn online management tools like signup.com, eventbrite and google drive/document sharing.
 - d. Prior experience with GIS software, GPS units/tablets and ability to use technology for data collection.

6) Physical Job Requirements

- a. Standing for extended periods of time outdoors. Uses hands and fingers to do restoration work for up to three hours a day.
- b. Requires use of a car/drive safely to get to other locations around the Bay for meetings, programs and special events.
- c. Hearing and speech within normal range to sufficiently communicate face to face and on the telephone.
- d. Lifts up to 10 pounds regularly and 25 pounds occasionally.
- e. Safely use hand tools and data collection equipment.
- f. Exposed to typical office conditions and noise levels while inside and exposed to the outdoors for restoration activities.

7) Other

- a. Maintains professional appearance; proper attire for daily activities.
- b. Meets attendance and punctuality requirements.

Location: The position is based at the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) with travel to different restoration sites around the Bay. This job cannot be performed from a remote location.

Salary Detail and Working Hours: \$600/month stipend for transportation, materials, etc. Reports to the Restoration Manager. Approximately seven to eight hours per week from date of hire for a year. Hours would be spread between one to two days, whereas at least one of those days must be Friday mornings. Some weekend work may be required. A detailed schedule will be negotiated.

How to Apply: We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We encourage applications from underrepresented communities to apply. Apply [online](#). Resumes reviewed starting May 19, 2025. More information about NBC can be found at newportbay.org.