



Atlantic States Marine Fisheries Commission

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A.G. "Spud" Woodward (GA), Chair

Joseph Cimino (NJ), Vice-Chair

Robert E. Beal, Executive Director

Sustainable and Cooperative Management of Atlantic Coastal Fisheries

VACANCY ANNOUNCEMENT

ACFHP SUMMER INTERN

VACANCY #: 22-008

Location: Arlington, VA (Remote)

Internship Stipend: \$3,500-\$5,000

Closing Date: 04/22/2022

General Description

The [Atlantic Coastal Fish Habitat Partnership \(ACFHP or Partnership\)](#) is seeking an undergraduate or graduate intern for summer 2022. The intern will work with the ACFHP Director to design new and update existing outreach materials to advance the Partnership's mission and vision. The internship duration is flexible, ranging from six weeks to three months, depending on the availability of the successful candidate.

ACFHP is an assembly of public and private entities interested in the conservation of habitat for Atlantic coast diadromous, estuarine-dependent, and coastal fish species. ACFHP operates under the National Fish Habitat Action Plan that was codified on October 30, 2020 by [Title II of PL 116-188](#) America's Conservation Enhancement Act: National Fish Habitat Through Partnerships.



Duties

- **Snapshot Pamphlet Redesign**
ACFHP's current pamphlet describing [Who We Are](#) is in need of new information, graphics, and images to best convey who we are to potential partners, donors, and other supporters. The redesigned pamphlet will be posted on our website and printed for use at conferences, trade shows, meetings, and for fundraising purposes.
- **Slide Deck**
This slide deck will be geared toward potential fundraising donors and provide more details than the pamphlet. It will maintain the aesthetic of the pamphlet and convey pertinent information about who we are and ways to donate, to get potential donors excited about working with ACFHP.
- **Short Video**
ACFHP will create a short (2-5 minute) video about who we are, what we do, and our successes. A video could include brief comments from partners, videos from restoration projects, and more. The video will be showcased on the ACFHP website, and via the newsletter and Facebook page.
- **Complete State Factsheets**
ACFHP's boundaries include all or part of 15 states. We are developing individual factsheets about our accomplishments in each state. To date, we have approximately 1/3 of the states completed, and need assistance in finishing the rest. The audience for these factsheets is potential donors who

might be interested in supporting a project ‘in their backyard,’ and legislators, to inform them of the great work we are doing in their state.

- [Website Blog Content Creation](#)

The intern will work with the Director to develop a framework to easily input content into a blog on the ACFHP website. This blog could include a ‘Getting to Know You’ series highlighting our partners, as well as a series on our successful restoration projects.

- [Business Plan Update](#)

The intern will work with the Director to update select financial information in the 2017 [ACFHP Business Plan](#), adding data through 2021. The Business Plan is used for fundraising purposes, and outlines the fundraising needs and strategies for the Partnership. The updated Plan will be posted to our website and provided to potential donors.

Supervision

The ACFHP Summer Intern is a contractor of the Atlantic States Marine Fisheries Commission (ASMFC), and reports to the ACFHP Director.

Work Environment

Work can be fully remote if not located in the DC area. ACFHP will not cover the cost of moving.

Application Process

Please email a resume and cover letter to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 (asmfc-jobs@asmfc.org) by the closing date of April 22, 2022. The vacancy number (**22-008**) must be identified in the subject line.

Organization Profile: *The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and diadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate conservation and management for nearshore migratory fishery resources.*

The Commission is an Equal Employment Opportunity employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status. ASMFC is unable to sponsor applicants for work visas.

If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at (703) 842-0740 between the hours of 9:00 a.m. and 4:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.