

Internship Position Description: Media Internship at the Lake Pontchartrain Basin Foundation (LPBF)

Title: Media Assistant

Days/Hours of Service: By arrangement; at least 3 hours per week

Address: 8001 Lakeshore Drive, New Orleans, LA, 70124

Website: saveourlake.org

Position Summary:

In this internship, the Media Assistant supports LPBF's Outreach Program by producing high-quality photos of outreach activities. Responsibilities may range from assisting the Outreach Coordinator with social media ideas to developing educational video content.

This is an unpaid internship intended to last from four to six months or at the discretion of the Outreach Coordinator. All photos and video captured will be the property of LPBF and will be used at the discretion of LPBF.

Key Responsibilities:

- Priority task is to produce high-quality photos of outreach and organizational activities
- Communicate with Outreach Coordinator to understand and meet the needs of the department
- Must be present at on-site and off-site outreach events (usually happening on the weekends)
- May be present at other organizational activities such as tree plantings, coastal & water quality research days, museum tours, youth education programs (onsite/offsite). (all mostly happening on weekdays except tree plantings)
- Brainstorm and flesh out ideas for social media posts, specifically Instagram
- Help organize photo library
- Assist in creating promotional material, fact sheets, website content
- Depending on qualifications:
 - May assist in the end-to-end process from storyboarding to logistics to shooting to editing and publishing
 - May film video and shoot photographs in field environments

Organization Information:

Lake Pontchartrain Basin Foundation's mission is to drive environmental sustainability and stewardship through scientific research, education, and advocacy.

The Lake Pontchartrain Basin Foundation is a 501(c)(3) non-profit organization consisting of a 13-member board of directors representing Basin parishes and regulatory agencies.

The Lake Pontchartrain Basin is a 10,000 square mile watershed encompassing sixteen Louisiana parishes. The land use of the region is both rural and urban and is the most densely populated region in Louisiana, including metro New Orleans and the state capital, Baton Rouge. It is one of the largest estuarine systems in the Gulf of Mexico containing over twenty two essential habitats. The Basin's topography ranges from rolling woodlands in the north to coastal marshes in the south, with the 630 square mile Lake Pontchartrain as its centerpiece.

The New Canal Lighthouse Museum and Education Center, opened to the public in 2013, supports the mission of the Lake Pontchartrain Basin Foundation by serving as a venue for education programming and a destination for field trips and educational groups, as well as the general public.