

# Policy Intern

## Delaware Coastal Programs

IN PARTNERSHIP WITH DELAWARE STATE PARK INTERNSHIP PROGRAM



CLICK HERE TO APPLY: [Delaware State Parks Internship Program Application](#)

### DESCRIPTION

The Delaware Department of Natural Resources and Environmental Control (DNREC), Delaware Coastal Programs (DCP) uses research and education to help lead public policy discussions and balance the use and protection of coastal and ocean resources. The DCP is currently seeking applications for a Policy Intern. The intern will conduct a precedent analysis and assist with archiving to support various program improvements. The intern will gain valuable policy experience, including policy research as well as acquiring knowledge about regulatory programs within DNREC and other environmental organizations.

### LOCATION

- In-person/hybrid

### TERM OF SERVICE

- Summer – 12 weeks
- Full-time - 30 hours per week (Monday-Thursday)

### RESPONSIBILITIES

- Conduct a precedent analysis
- Assist with archiving and data organization
- Create a report of potential program improvements
- Other duties as assigned, based on intern interest areas and organizational needs

### REQUIRED SKILLS

- Bachelor's or master's degree (or degree in progress) in political science, environmental law, environmental studies, natural resource management, or a related field
- Interest in policy work
- Strong writing and communication skills
- Strong research and data analysis skills
- Strong organizational skills
- Detail-oriented, focused, and punctual
- Ability to work in a team or independently as needed

- Ability to work in-person and remotely/in a virtual setting
- Proficiency in Microsoft Office suite

#### **DIRECT SUPERVISOR**

- The direct supervisor will be an Environmental Scientist

#### **BENEFITS**

- **Training:** A hallmark of the program, interns receive training from the field experts they will be working with. In addition to this formal and informal training to successfully conduct their internship assignment, interns will have the opportunity to build associated skills and share real-time experience with park staff and colleagues. Training will be made available to the interns to further their personal and professional development.
- **Housing:** Limited co-ed housing is available, at no fee, for interns providing full-time hours (30 or more per week). If selected for housing, an intern will share a house, duplex or dorm facility with other interns.
- **Activities:** Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- **Stipend Available:** Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$100 per week for service of 30 or more hours per week or \$50.00 per week for service of between 20 – 29 hours/ week paid biweekly as a direct deposit into the Intern's bank account.
  - The stipend is not a wage but does count toward the total income on which the intern's tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

**All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.**

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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce