



## **10-week Part-Time GOA-ON OA Week Remote Coordinator Internship**

**Overview:** 10-week [GOA-ON OA Week](#) Remote Coordinator Internship opportunity for early career ocean professions (ECOPs) to be a part of the OA Week Planning Team alongside the GOA-ON Secretariat. If you are interested in assisting with OA Week coordination along with the GOA-ON Secretariat, being a co-point of contact for presenting ocean professionals from around the world, creating communication items that get dispersed across wide channels, and more, please consider applying for this position. GOA-ON aims to offer opportunities such as these to provide ECOPs experience in different careers, exposure to the global ocean professional community, and opportunities to strengthen a diverse set of skills.

**Qualifications:** Self-identified as being early in their career (10 years or less of professional experience) within any occupation related to the ocean (not only employed/paid positions). ICONEC members are particularly encouraged to apply

**Time Expectations:** Potential time commitment: 4-7 hours/week from 23. September - 29. November 2024

**Deadline:** Monday 12. August 2024

**How to apply:** To apply, please email the GOA-ON Secretariat ([secretariat@goa-on.org](mailto:secretariat@goa-on.org)) with a brief (max. 1 paragraph) description of why you are interested in this position, your predicted time availability, and location of where you are based.

### **Description of Responsibilities:**

Opportunities to assist with OA Week Organization

- Work closely with GOA-ON Secretariat staff and GOA-ON co-chairs
- Meet for 1 hour weekly with GOA-ON Secretariat
- Coordinate with moderators and organizers of sessions from GOA-ON community to schedule the sessions, confirm speaker information, bios, head shots, etc
- Create communications materials such as posts for each session, tweets, news items, etc.

- Moderate a session, or a few, if interested
- Assist with Zoom during the live events; perform pre-session checks with session presenters; record event; act as tech support and assist moderator with audience questions
- Upload event recordings to YouTube
- Act as co-point of contact for OA Week sessions