



5-week Part-Time GOA-ON OA Week Remote Coordinator Internship

Overview: 5-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, consider this position. GOA-ON aims to offer opportunities such as these to provide ECOPs opportunities to gain experience in different career trajectories and opportunities, 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 October 2 - November 10

Deadline: Thursday 28 September, 2023

How to apply: To apply, please email the GOA-ON Secretariat (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 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 confirm speaker information, bios, head shots, etc
- Create comms materials such as posters 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 listed below:
 - LAOCA
 - PI-TOA
 - Caribbean
 - North American Hub
 - ICONEC
 - Sensors/Technology and OARS 3
 - Mentorship and P2P Scholarship: Future Needs and Directions
 - Regional Capacity building