



Chesapeake Bay Trust
Job Title: Prince George's County Rain Check Rebate Program Intern
Position Description

The **Chesapeake Bay Trust (the Trust)**, a non-profit organization that promotes public participation in the restoration of the Chesapeake Bay and its tributaries, seeks a programmatic intern for the year for approximately 24 hours per week. This position will play an important role in assisting the Trust's programmatic team with the administration of the [Prince George's County Rain Check Rebate Program](#) and grant-related administrative tasks.

About the Trust

The Chesapeake Bay Trust is dedicated to promoting public awareness and participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region, established by state government in 1985. Our work is supported by approximately 30-40 different sources, including Maryland's Chesapeake Bay license plate; the Chesapeake and Endangered Species Tax check-off on the Maryland state income tax form; a donation option on Maryland's boating, fishing, and hunting license website; a new merchandising online store; federal, state, and local government and private foundation funding partners that fall under the purview of our Program Departments; and corporate and individual donors who fall under the purview of our Development Departments.

With the funds generated from these various sources, we make approximately 350 grants per year ranging from \$100 to \$200,000 for projects in the K-12 environmental education, on-the-ground restoration, science, and community engagement realms. Our goal is to empower groups on the ground to play a role in the restoration and protection of communities and natural resources. In the past decade, the Trust has increased its grant-making four-fold through new revenue streams, with a current annual grant-making of approximately \$12 million.

Position Responsibilities:

Administrative (~80%)

- Reports to the Rain Check Rebate Program Coordinator to support administrative duties as assigned.
- Assists with processing of Rain Check Rebate program applications.
- Assists with follow-up for the Rain Check Rebate program applicants to ensure all necessary documentation has been received for processing.
- Assists with related data entry into the Trust's Blackbaud Grantmaking database; and
- Additional other Rain Check Rebate projects, as assigned.

Fieldwork (~20%)

- Helps to complete Rain Check Rebate program site visits (virtually and in-person).

Skills and Qualifications

- An undergraduate or graduate degree-seeking student in environmental studies or a related field is preferred. Alternatively, students majoring in other fields must have an interest in environmental stewardship and residential stormwater management practices.
- Knowledge of environment, sustainability, and community engagement issues desired.
- Demonstrated ability to work independently and to communicate effectively with property owners.
- Strong computer literacy is essential: MS Office; Excel; familiarity with database management is a plus.
- Some travel required (mostly to and from Prince George's County to Annapolis, where the Trust office is located); although site visits can be done remotely.
- Note that our staff is working both in the office and working remotely with limited access to the office, as needed.
- Ability to work 24 hours per week required.

Compensation: \$16.00 per hour, 24 hours per week.

Term: Approximately June 1 through October 1; with a possibility to extend the term pending resource availability.

To apply, please submit: Cover letter and resume via email to Sarah Higgins; SHiggins@cbtrust.org and place “RCR Programmatic Intern – Your Last Name” in the subject line of the email. The cover letter must address how your skills and experience are specifically relevant to the job description and duties of this specific opportunity, rather than serving simply as a description of your previous positions or experience. Please explain why you are interested in this position specifically and what makes you an ideal candidate. Applications will begin to be reviewed upon receipt. The position will remain open until filled.

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state, and local laws.