



## Position Open: Website Accessibility Intern

The Monterey Bay National Marine Sanctuary Foundation is seeking an Intern to assist with making aspects of Monterey Bay National Marine Sanctuary's website more accessible, supporting goals of the Monterey Bay National Marine Sanctuary Foundation. If you are interested in gaining experience in making PDFs, images and documents more accessible to those with different abilities, this internship is a great opportunity to develop those skills.

**Location:** Monterey Bay National Marine Sanctuary office in Monterey, CA (with hybrid options)

**Supervisor:** Andrew White, Webmaster / IT Manager  
Monterey Bay National Marine Sanctuary, NOAA

### Background:

*The National Marine Sanctuary Foundation supports projects across the National Marine Sanctuary System, a network of nationally significant protected areas in our ocean, coasts, and Great Lakes. This system is comprised of 14 individual sites and spans more than 620,000 square miles across the waters of the United States, from the South Pacific to the North Atlantic. Sanctuaries provide habitat for endangered, threatened, and rare species; preserve historic shipwrecks; and protect sacred cultural seascapes. They are frontiers for education and research, serving as outdoor classrooms for students of all ages to enjoy tide pools and trails of sunken vessels. They are living laboratories for scientists to understand and better protect marine environments. And they offer opportunities for visitors to dive through kelp forests, surf along scenic coastlines, and observe extraordinary sea life, from otters to orcas. The National Marine Sanctuary Foundation is a leading voice for these U.S. protected waters. We work in partnership with communities and the National Oceanic and Atmospheric Administration (NOAA) to support on-the-water conservation projects, education and public outreach, and research to help conserve our waters, for the good of the world and everything in it.*

*The Monterey Bay National Marine Sanctuary Foundation promotes fundraising and advocacy for Monterey Bay National Marine Sanctuary (MBNMS). Designated in 1992, the Sanctuary is a federally protected marine area offshore of California's central coast. Stretching from Marin to Cambria, the Sanctuary encompasses a shoreline length of 276 miles and 6,094 square statute miles (4,601 nmi<sup>2</sup>) of ocean, extending an average distance of 30 miles from shore. At its deepest point, MBNMS reaches 12,743 feet (more than two miles). It is one of our nation's largest national marine sanctuaries and is larger than Yellowstone National Park. MBNMS was established for the purpose of [resource protection](#), [research](#), [education](#) and public use. Human uses include commercial fishing and recreational activities like diving, kayaking, boating, and surfing. However, some activities that could harm the sanctuary's health—such as oil drilling, ocean dumping or seabed mining—are not allowed.*



## National Marine Sanctuary Foundation

*The mission of the Monterey Bay National Marine Sanctuary Foundation is to leave a thriving sanctuary to future generations by protecting wildlife and biodiversity, raising sanctuary visibility and awareness, and inspiring the public to be its stewards.*

*The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts, and Great Lakes for current and future generations.*

## What The Foundation Needs

Working with Monterey Bay National Marine Sanctuary staff, the Monterey Bay National Marine Sanctuary Foundation is seeking a part-time intern to support the preparation of PDFs, photos and videos for the upcoming web refresh. Specifically, developing the accessibility components (e.g. Alt Text) for a wide variety of web components.

## What The Intern Will Do

### **Responsibilities:**

The intern will work with Monterey Bay National Marine Sanctuary Webmaster and other sanctuary staff to develop the accessibility components required for the web update.

### **As part of this internship, you will develop skills in the following areas:**

#### ***Understanding the importance of accessibility of public resources for non-visual people***

- Learn about the Americans with Disabilities Act (ADA) and how MBNMS is implementing this for website improvement
- Learn the basic components of developing alternate text (Alt Text) to describe visual components of the website

#### ***Expanded use of Adobe Acrobat Pro***

- Learn how to use Adobe Acrobat Pro in conjunction with MS Word to develop and insert alt text for a variety of readers

#### ***Interpreting images and documents***

- Learn basic scientific information about the sanctuary, its habitats, inhabitants and MBNMS programs
- Learn how to best interpret what the reports, images, tables, charts, etc. mean for a non-visual audience

### **Skills which will help the intern be successful in this role:**



## National Marine Sanctuary Foundation

- Detail oriented; well organized
- Self-motivated, independent worker with excellent follow-through
- Interested in interpreting science concepts
- Interest in making public information more accessible
- Creative and excited to learn
- Interested in marine conservation

### Qualifications:

#### Required:

- Interested in developing written and communication skills
- Proficient in MS Office
- Some experience with Adobe Acrobat Pro
- Some basic marine science knowledge for interpretation purposes

#### Preferred:

- At least two years of college experience, or equivalent experience

### Work Location, Timing and Pay

The main work location will be the Monterey Bay National Marine Sanctuary office in Monterey, CA (with some flexibility). Work hours will also be flexible (anticipated 15-20 hours/week). The duration of the internship is 6-7 weeks (depending on the number of hours worked per week), starting in August 2023. The intern will be paid in monthly stipends for a total of \$2000 for the full internship.

### How To Apply

To apply, send the following to Deputy Superintendent Dawn Hayes at [dawn.hayes@noaa.gov](mailto:dawn.hayes@noaa.gov):

- A current resume including education and work or other internship experience
- A brief cover letter outlining:
  - Any past experience with the position requirements outlined above
  - Your interest in marine sanctuaries or ocean protection
  - Your current college enrollment and credit hours earned to date, and
  - Your weekly schedule availability
- Contact information for two professional references (e.g., past teachers or supervisors)

### Additional Information

Learn more about our organizations at <https://marinesanctuary.org/>, [www.montereybayfoundation.org](http://www.montereybayfoundation.org) and [www.montereybay.noaa.gov/welcome.html](http://www.montereybay.noaa.gov/welcome.html)



## **National Marine Sanctuary Foundation**

The National Marine Sanctuary Foundation requires proof of COVID-19 vaccination from all employees. Finger printing and a background check will be required to work in Sanctuary offices.

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*The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.*