



California Coastal Commission

Updated June 24, 2024

# JOB ANNOUNCEMENT

## VOLUNTEER INTERN STATEWIDE ENFORCEMENT PROGRAM

FULL-TIME OR PART-TIME

LONG BEACH, SAN FRANCISCO, SANTA CRUZ, SAN DIEGO AND VENTURA

The California Coastal Commission is a State agency charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for balanced use of the coastal zone and to protect, restore and enhance coastal and marine resources for the continuing benefit of current and future generations. The Coastal Commission internship is a great opportunity to learn more about how a government agency functions and to obtain useful job experience for pursuit of a professional career in land use law or environmental management.

The Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

### **The Position(s):**

The Coastal Commission is seeking motivated individuals to assist in the investigation and resolution of Coastal Act violation cases that can involve either unpermitted development activities or activities undertaken in violation of a Commission permit. The position will involve investigation and collection of evidence, analysis of fact patterns; dispute resolution and settlement negotiations; verbal and written contact with alleged violators and work as a member of a team of analysts assigned to the Statewide Enforcement Program.

This position requires an understanding of basic environmental terms and concepts and an ability to independently analyze planning, environmental and legal documents. The most important qualifications we seek are: an ability to extract and analyze information from complex files and reports; independent and professional work habits; the ability to take direction and work with others; a commitment to quality work and attention to detail. Computer skills are highly desirable.

We are seeking Volunteer Enforcement Interns for our offices in San Francisco, Santa Cruz, Ventura, Long Beach and San Diego.

We typically request a minimum commitment of 15 to 20 hours per week for a 6-month period, or 30 to 40 hours per week for a 3-month period.

**Desired Qualifications:**

Knowledge of the Coastal Act, the Commission's permit and planning process, CEQA and some experience with legal issues is desired. Persons with the following education and/or work experience would be preferred: land use planning and regulation, environmental law, environmental science, water quality, geology, or related fields. The successful candidate(s) will demonstrate strong analytical skills and the ability to research and interpret legal coastal resource issues. Strong writing and speaking skills and the ability to work as a team member is critical.

**Filing:**

A statement of interest, a current resume, and a brief writing sample (5 pages or less) that demonstrates analytical abilities are required. Open positions fill quickly. We suggest that for opportunities in the spring/summer, you submit your application packet in the fall; and for opportunities in the fall/winter, submit your application packet in the spring. Applications submitted at other times will be received and put in the queue, but positions may have already been filled.

**Contact:**

Human Resources Office  
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FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION AND WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE QUESTIONS, YOU MAY E-MAIL US AT [HUMANRESOURCES@COASTAL.CA.GOV](mailto:HUMANRESOURCES@COASTAL.CA.GOV) OR CALL THE ABOVE NUMBERS

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