

CLIMATE TECH GRANT DEVELOPMENT INTERN



ABOUT THE COMPANY:

ABC Solar Incorporated, a pioneering force in the solar energy industry, has been at the forefront of delivering innovative and efficient solar solutions since its inception. Renowned for its expertise in solar electric grid-tie systems, ABC Solar has built a solid reputation for designing and installing high-quality solar systems that are uniquely tailored to meet the specific needs of each property.

DESCRIPTION:

The Climate Technology Grant Development Intern will support the advancement of FRED (First Responder Ember Drone), a patented wildfire ember prevention system designed to reduce secondary ignitions during extreme fire events. FRED is currently in early-stage development. The primary objective of this internship is to secure non-dilutive funding (grants and public innovation programs) to enable full-scale prototype development and field testing. This internship provides hands-on experience in climate technology commercialization, public funding strategy, and resilience innovation within an emerging environmental technology initiative.

Daily Expectations

- Research and identify relevant grant programs (federal, state, climate, defense, and resilience-focused)
- Analyze eligibility requirements and alignment with FRED's technology
- Assist in drafting grant narratives and supporting documentation
- Develop funding calendars and submission timelines
- Support preparation of technical summaries, budgets, and impact statements
- Participate in weekly strategy meetings and provide written progress updates

Possible Responsibilities

- Mapping 15-25 viable funding opportunities
- Drafting sections of 2-3 grant proposals
- Assisting with market and impact analysis

QUALIFICATIONS:

- Strong research and writing ability
- Interest in education, sustainability, or renewable energy
- Familiarity with Google Workspace, Canva, or similar tools
- Bonus: Knowledge of educational publishing or STEM Outreach
- Preferred educational background in Environmental Science or Climate Studies, Public Policy/Administration, Engineering (Mechanical, Aerospace, Environmental), Business, or Political Studies

Applicant must submit a 300–500-word statement answering, “Why are you interested in climate resilience innovation, and how would you approach securing funding for an early-stage environmental technology?”

WORKING CONDITIONS:

- Ability to sit for extended periods and perform computer-based work | Occasional light lifting, up to 15 lbs. | Comfortable interacting with student groups and educators in an outreach setting

SCHEDULE:

- Hybrid (AltaSea, San Pedro, CA)
- Flexibility during business hours: 9am–5pm, Monday – Fridays
 - Observed holidays follow AltaSea & Federal holiday schedules



COMMUNICATIONS INTERN

ABOUT THE ORGANIZATION:

Through a bold plan conceived in concert with the community, AltaSea is making a lasting mark on the future of Los Angeles and the planet through a unique public private ocean institute that joins together the best and brightest in exploration, science, business and education. The emphasis on creating public-private collaborations sets the organization apart. It is from these intersections that innovation is born, and from innovation comes groundbreaking impact.

DESCRIPTION:

The communications intern will assist in creating day-to-day content for social media for events at the campus, monitoring social media pages for engagement (comment, like, share, etc.), and assisting with research on the latest in blue technology and renewable energy that will go on the newsletter. You may gain skills in:

- Corporate & organizational marketing techniques
- Alignment with brand identity
- Storytelling for different results
- Exposure to different marketing strategies and policy leaders
- Researching

Some days will require a lot of walking and extended screen time for research purposes.

DESIRED EXPERIENCE:

Prefers someone who understands the difference between personal and business platforms, with a proficiency in social media.

WORKING CONDITIONS:

- Standard office environment
 - Mostly sitting
 - Most days are increased screentime

SCHEDULE:

- Onsite
- Flexibility during business hours - Monday through Friday from 9am to 5pm



COMMUNICATIONS INTERN



ABOUT THE COMPANY:

Holdfast Aquaculture, Inc. is a hatchery and seed company for the growing sustainable aquaculture industry. Promoting a healthy planet and healthy people are core values in our mission to support sustainable food systems. We use innovative land-based Recirculating Aquaculture Systems to maximize control and densities while reducing inputs and waste, and specialize in low-trophic species such as seaweeds and bivalves (arguably the most sustainable sources of protein on the planet). We work on both commercial and R&D projects to close the gap between research and best industry practices, and are the first hatchery in Southern California to introduce locally sourced and native species for aquaculture production. We also work with a number of partners to promote market growth, workforce training, education, social license and equitable access.

DESCRIPTION:

Holdfast Aquaculture, Inc. is seeking a motivated and creative intern with a strong interest in communications, marketing, and environmental sustainability.

As a hatchery and seed company at the forefront of sustainable aquaculture, Holdfast is dedicated to promoting healthy people and a healthy planet through innovative, land-based Recirculating Aquaculture Systems (RAS). We specialize in low-trophic species such as seaweeds and bivalves, working across both commercial and research-driven projects.

DESIRED EXPERIENCE:

We are looking for an intern who is enthusiastic about digital storytelling and passionate about building community engagement around climate-forward solutions. The ideal candidate will assist in developing and managing digital content across platforms, including social media posts, website updates, and multimedia assets. Interns with photo/video editing skills and a keen visual eye are especially encouraged to apply.

Key Responsibilities:

- Create and schedule engaging social media content tailored to different audiences
- Design graphics, videos, and other visual content for educational and promotional use
- Contribute to website content updates and strategic planning for online engagement
- Participate in demographic analysis to enhance targeted outreach
- Support communication efforts that highlight ongoing research and industry partnerships
- Assist researchers with hands-on tasks in the lab, seed bank, and aquaculture tanks

SCHEDULE:

- 8+ hours per week is preferred to ensure sufficient time to work on long-term projects.
- Work will be done in person at 2206 Signal Pl., San Pedro, CA 90731



COMMUNICATIONS INTERN



ABOUT THE ORGANIZATION:

Kelp Ark is a nonprofit organization dedicated to the conservation of seaweed. Our mission is to preserve the biodiversity of seaweed (or macroalgae) by establishing and maintaining an ex-situ seed bank of seaweed species. We further our mission by developing resources and technology to serve as a seaweed hub and resource base for farmers, restorationists, and scientists to better serve our oceans. We are also dedicated to serving our community via ocean and aquaculture education and ocean food literacy prioritizing outreach to underserved populations.

DESCRIPTION:

The intern will gain experience in content creation and develop skills in creative storytelling, demographic analysis, strategic planning, engagement, and community building while getting hands-on experience learning about kelp conservation and aquaculture practices.

Responsibilities: Assisting with social media management (Instagram, Facebook, LinkedIn) | Supporting content creation (graphics, blog posts, email newsletters) | Assisting with donor outreach and engagement strategies | Conducting research on marketing trends, fundraising strategies, and potential partners.

DESIRED EXPERIENCE:

- Experience in content creation
- Interest in conservation and sustainability
- Experience with Microsoft Word, Excel, and PowerPoint
- Experience with Canva
- Experience with Google Workspace (Knowledge in marine science and aquaculture is appreciated, but not required)

WORKPLACE EXPECTATIONS:

- Regular check-ins with the Outreach and Partnership Associate
- Must be proactive, self-motivated, and comfortable working independently
- Professional communication skills and ability to collaborate with the team
- Adherence to Kelp Ark's mission, values, and branding guidelines

SCHEDULE:

- In-person at the AltaSea campus in San Pedro, CA
- 10-15 hours per week, Monday through Friday, 9:00 am - 5:00 pm
- Flexibility based on the intern's availability and project deadlines
- Occasional evening or weekend work for events and fundraising campaigns



ECONOMIC DEVELOPMENT PROGRAM INTERN

ABOUT THE ORGANIZATION:

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DESCRIPTION:

The Economic Development Program intern will support the Economic and Workforce Development department through research and program development.

Key Responsibilities:

Blue Economy Database Development

- Research and identify companies, startups, organizations, and stakeholders within the Blue Economy ecosystem.
- Collect, verify, and input accurate organizational data into a centralized database.
- Organize and maintain records, ensuring consistency and data quality.
- Assist in developing database structure, categories, and tagging systems to improve usability.
- Support analysis and summary reporting based on database findings.

Business Hub Portal Support

- Assist with content entry, updates, and quality assurance for the Business Hub Portal.
- Help organize and manage resources, profiles, and listings on the platform.
- Support testing of portal features and provide feedback to improve functionality and user experience.
- Help prepare materials and documentation related to portal use.

Program and Administrative Support

- Provide general support to Workforce Development initiatives and programs.
- Assist with event preparation, outreach, and follow-up as needed.
- Help prepare presentations, reports, and internal documents.
- Perform other duties and special projects as assigned by Workforce Development Manager.

DESIRED EXPERIENCE:

Required:

- Current undergraduate or recent graduate
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to conduct independent research and synthesize information
- Ability to work independently and manage time effectively
- Proficiency in MS Office or Google Workspace (Excel/Sheets, Docs, Slides)

Preferred:

Interest in Blue Economy, sustainability, economic development, or workforce development / Experience with databases, CRM systems or data entry / Familiarity with Canva, Asana, or similar tools / Experience supporting digital platforms, websites, or online portals / Support for AltaSea's commitment and mission to underserved communities' access to involvement in the Blue Economy.

SCHEDULE:

Flexibility within normal business hours: 9am-5pm, Monday - Friday



INSTRUCTIONAL AIDE & FIELD TRIP SUPPORT

ABOUT THE ORGANIZATION:

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DESCRIPTION:

Interns will receive hands-on training to become assistants in the high school mentorship program, working specifically with high school students to develop and research different aspects of aquaculture, marine energy, and marine exploration.

As part of the education team, interns will participate in curriculum planning and program development meetings, contributing directly to the growth of AltaSea's educational initiatives. They will assist various high school groups in their development and research models over the summer mentorship course.

Throughout the internship, interns will gain a comprehensive understanding of AltaSea's mission, operations, and its role in advancing the Blue Economy, including in-depth knowledge of key partner organizations and their innovative projects.

Interns will develop and strengthen professional skills such as public speaking, group facilitation, time management, and logistical coordination. By the end of the program, interns will be well-prepared to confidently interact with educators, lead student groups, and deliver interactive learning sessions on-site.

DESIRED EXPERIENCE:

Preferred background:

- Interns should have basic knowledge of Word, Excel, and PowerPoint.

Interns should be comfortable speaking to a younger audience, and a desire to study education is preferred, but not mandatory.

WORKING CONDITIONS:

- Interns will be walking for extensively throughout campus during the field trips.
- Closed-toed shoes are required.

SCHEDULE:

- In-person attendance is required on Tuesdays and Thursdays from 9am-3pm
- Work will be done at the AltaSea campus.



OPERATIONS ADMIN SUPPORT

ABOUT THE ORGANIZATION:

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DESCRIPTION:

The intern will report directly to the Operations Administrator, and support day-to-day AltaSea operations.

- Responsibilities:
 - Mailings for major donors
 - Organizing electronic files into MS Teams/SharePoint
 - Organizing administrative material
 - Assisting staff with key events
 - Assisting with Key Performance Indicators (KPIs) for grant reporting

DESIRED EXPERIENCE:

- Preferred applicant is bilingual: English and Spanish.
- Knowledgeable with Adobe, MS Excel, and MS Word
- Must be comfortable working with minorities and underrepresented communities, as well as children of varying ages.
- Should have a passion for education and/or science and an ability to adapt.

WORKING CONDITIONS:

- Ability to walk the campus as needed
- Increased screen time
- Sitting for extended periods of time
- For events, may be required to do light lifting

SCHEDULE:

- On-site
- Flexibility during business hours, M-F, 9a-5p
- May be required to work some weekends or evenings for special events



OPERATIONS INTERN

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DESCRIPTION:

The Operations Intern will directly work with the Operations Team, supporting the Volunteer program, and event planning. Responsibilities include:

- Help with logistical conference room setup & strike, tours, open house, special events, and visiting delegations
- Maintain organized registration and badging records in Envoy
- Participate in cross-functional efforts to improve operational efficiency and enhance visitor and tenant experience
- Other assignments and tasks as requested by Operations team members

DESIRED EXPERIENCE:

The Operations team is looking for someone skilled in:

- Typing proficiency (accuracy, attention to detail, etc.)
- Detail-orientation
- Excellent organizational skills
- Adaptability and team collaboration
- Heavy computer experience is desirable, but not required

Required:

- Basic to advanced experience in Outlook, MS Word, Excel, Canva

WORKING CONDITIONS:

- Warehouse space (Intern workspace, front desk)
- Attire requirements: Casual, comfortable, and presentable attire
 - No open-toed shoes

SCHEDULE:

All work takes place in-person at the AltaSea campus (2451 Signal St., San Pedro, CA 90731)

- Normal business hours, 9a-5p, Monday-Fridays
 - Shifts vary 9a-1p or 1p-5p
 - Saturday Open Houses are optional