



**CHESAPEAKE BAY FOUNDATION**  
*Saving a National Treasure*

## **Chesapeake Bay Foundation Internship Program FAQ's**

### **What is the goal of the CBF Internship Program?**

To allow current, active, under-grad and grad school candidates a meaningful and practical learning experience that combines both their desired career goals while working towards saving and restoring The Chesapeake Bay.

### **Where and when are CBF Internships offered?**

CBF Internships are offered in every state and department throughout the entire year, and are created based on current project and initiatives. Lengths of internships vary, but generally last between 10-12 weeks.

### **Who can apply to be an Intern?**

It is the general policy of CBF to offer internships to under-grad and graduate-level degree-seeking students. However, the organization will also consider a candidate that has graduated from a University in the semester immediately before the Internship commences.

High school students are not eligible for CBF's Internship Program, but are encouraged to take advantage of volunteer activities offered by CBF should service hours or projects be required for graduation.

### **Are CBF Internships paid?**

If restricted funding is available, a stipend is paid for certain Internships, otherwise CBF Internships are unpaid. Possible academic credit can also be offered. Please refer to the Internship job announcement for specific compensation information.

### **How do I apply for an Internship?**

All open & current internship opportunities are posted on the CBF website. Please send a resume and cover letter to [Internships@cbf.org](mailto:Internships@cbf.org) under the job/internship code you are applying for. If an unsolicited resume is received, it will be kept on file for 30 days for any potential opportunities that may arise during that time period. However, it is encouraged to only send a resume and cover letter for the specific Internship you are interested in.

**Please Note-** *Candidates interested in an Internship with the Education Department, should contact CBF's Director of Education Operations, Laura Burrell Baxter at [lbaxter@cbf.org](mailto:lbaxter@cbf.org). CBF's Education Department offers a unique internship experience that includes a residential program on one of our magical island education centers in the Bay.*

### **What happens once my resume is sent in?**

You should receive an automatic response verifying that your resume has been received. Once the recruiting period closes for the Internship, the HR Department and hiring managers will begin the process of resume & candidate review. Qualified candidates are then contacted to begin the interview process. If your resume is not selected, you will receive a letter from us within 4-6 weeks after the close date.

### **Can CBF create Internships to fulfill an individual student's request?**

No, CBF Internships are created by department managers with a specific purpose and goal and cannot be created based on a candidate's individual request.

Any questions or inquiries not addressed here, can be sent to [Internships@cbf.org](mailto:Internships@cbf.org)