

**U.S. EPA Office of Public Engagement and Environmental Education
Student Volunteer Intern Program – Spring 2016**

The [Office of Public Engagement and Environmental Education](#) (OPEEE), located within EPA's Office of the Administrator, is seeking a number of volunteer interns for the spring. Students should be motivated, hard-working and interested in environmental issues. All OPEEE internships are located at EPA Headquarters in downtown Washington, DC.

Intern Benefits:

- Interaction with senior managers and staff.
- Participation in outreach and educational events.
- Working with environmental professionals.
- Tour of the East Wing of the White House.
- Transit subsidy.

To Apply:

Send resume and cover letter to
Carroll.Carly@epa.gov by
December 4, 2015.

Requirements:

1. **Prerequisites.** Students must be:
 - U.S. Citizens;
 - 18 years of age on or before the first day of the internship; and,
 - Enrolled at least half-time in an undergraduate (e.g., six credits per semester for undergraduates) or graduate program at a college, community college, or university.
2. **Time Commitment:** We accept full or part time interns and you should expect to work Monday through Friday 9:00 a.m. through 5:00 p.m. Some exceptions can be made if you have class or program requirements.
3. **Compensation:** The internships are **unpaid**; however you may be eligible for a transit subsidy.
4. **Students should have work experience or course work in the following:**
 - Writing and presentation;
 - Research, including web research;
 - Intermediate proficiency in Microsoft applications such as Word, Excel, PowerPoint, and Access;
 - Interest in environmental issues, education, government, or public service; and,
 - Team participation, collaboration and outreach.

OPEEE Volunteer Intern Program Schedule – Spring 2016	
Applications Accepted	November 4, 2015
Application Deadline	December 4, 2015
Notifications	Begins the week of December 22, 2015
Start Date	February 1, 2016
End Date	May 31, 2016

To Apply:

To apply, please send your resume and cover letter to Carroll.Carly@epa.gov. Students selected as volunteers will need to provide proof of enrollment or admittance to their college or university. Descriptions of each office in OPEEE are listed below. Please indicate your preferred office preference in your cover letter.

Office of Environmental Education (OEE)

Interns will assist with environmental education programs like the national grants program, national student and teacher award programs, the National Environmental Education Advisory Council (NEEAC), and the Environmental Education Training Program. Interns will also assist with the development and organization of national environmental education resources, federal and public engagement initiatives. For more information visit: <http://www2.epa.gov/education>

Office of Public Engagement (OPE)

Interns will assist with OPE's mission to enhance EPA's public image to reflect a more proactive, inclusive and responsive agency by expanding the conversation on environmentalism with new and existing stakeholders. As an intern in OPE, you will provide support to staff to formulate engagement strategies that elevate EPA and the Administrator's public image. You will be tasked with organizing and scheduling outreach opportunities with stakeholders, helping research new programs and initiatives, and messaging to stakeholders. The focus is to engage non-traditional stakeholders such as: Hispanic and African American communities, youth groups, faith based organizations, sportsmen & women, and others to join their voices in the conversation around our changing climate.