

## **OFFICE OF POLICY Internship with EPA's 2016-17 Presidential Transition Team**

The EPA's Transition Team is seeking an intern to support work related to the upcoming change in Administrations. Between now and spring of 2017, the Team will be focused on ensuring smooth processes for both outgoing and incoming political appointees; working with Headquarters programs and ten regional offices to develop briefing materials for the President-elect's Landing Team; ensuring continuing Agency operations throughout the entire transition process; and providing support to new political appointees following the Inauguration.

Intern would gain valuable experience through exposure to information and leadership related to all parts of EPA. An intern is needed to assist the Team with a range of administrative, communications, and other tasks that could include developing and editing presentations and documents, tracking work products and deadlines, conducting online research, and related assignments. The ideal candidate will be flexible, able to multi-task, enjoy working in a fast-paced environment and have a working knowledge of software necessary to produce presentations, charts, and other communications materials.

PLEASE REVIEW THE FOLLOWING INFORMATION FOR INSTRUCTIONS ON HOW TO APPLY:

### **REQUIREMENTS**

- At least 16 years of age
- Applicants must be current students pursuing a degree or certificate in a qualifying educational institution
- Able to provide a current transcript (official or unofficial accepted)
- Able to provide proof of enrollment (letter reflecting good standing and continued enrollment)

### **TIME COMMITMENT**

- Work on this project is available from at least Sep 1, 2016 – Feb 15, 2017 (and possibly longer)
- Students must commit a minimum of 6 weeks and maximum of 10 weeks
- Schedules may vary according to project and/or manager approval

### **POSITION LOCATION**

Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

### **HOW TO APPLY**

- Send resume and cover letter to Laura Gentile at [gentile.laura@epa.gov](mailto:gentile.laura@epa.gov)