

EPA Region 8: EEO/ Diversity Program Intern Description

Position Title: Equal Employment Opportunity (EEO)/Diversity Program Volunteer Student Intern

Background: Region 8's EEO/Diversity Program works to ensure a workplace free of prohibited discrimination, promotes equal employment opportunity for all employees, and supports "high-performing organization" goals aimed at cultivating an inclusive, collaborative and supportive work environment where diversity thrives. For these aims, the EEO/Diversity Program provides regular analysis of the Region's workforce and oversees and backs the work of the Region's 11 "Special Emphasis Programs (SEPs)," workplace affinity groups charged with promoting the recruitment and career development of target group employees and educating the region on important diversity themes. The Program similarly supports the efforts of the Region's new "Inclusion and Diversity Council," a multi-stakeholder group helping to guide the Region's comprehensive diversity and inclusion effort.

Position Description:

The EEO/Diversity Program Volunteer Student Intern will assist the EEO/Diversity Program Manager in multiple program areas.

Specific duties may include, but are not limited, to the following:

- Assist in producing the Program's regular workforce analysis, including developing new analytical approaches to highlight workforce issues meriting management attention.
- Provide scheduling and meeting planning support for the Unity Leadership Team (the group of Special Emphasis Program Managers).
- Assist in the development of guidance and planning materials for SEP Managers.
- Provide scheduling and meeting planning support for the Inclusion and Diversity Council.
- Help identify and implement best practices related to recordkeeping of EEO and other program area documents.
- Support production of the quarterly "Minority Serving Institution" grant reports.
- Support the Program's pre-award grant review process.
- Other duties as needed.

Desired Skills:

- Strong organization and planning
- Strong written and verbal communication
- Intermediate Excel
- Intermediate Word
- Ability to work independently
- Works well on a team

Knowledge/Experience (optional, but a bonus):

- Statistical Analysis (e.g., for workforce demographics)
- Diversity-related initiatives

Timeline:

Intern will be on board during the 2017-2018 fall semester (i.e., from August to December).

Desired hours per week:

Preference will be given to qualified candidates available to work 8 or more hours per week.

Desired start date: August 21, 2017.

Please Note: From the time of acceptance, there will be a 2-4 week period prior to first day of work while paperwork is completed.

For More Information on the position: EEO/Diversity Program Manager, Mario Mérida, 303-312-6297 or merida.mario@epa.gov

To Apply: By March 31, 2017, send cover letter (indicating position(s) of interest), resume and college transcript to R8EPAintern@epa.gov.

[For additional information on how to apply and about EPA Region 8](#)