

## **EPA Region 8 Environmental Stewardship Program**

### **Position Title: Indoor Air Quality (IAQ):**

#### **General Position Description:**

The Region 8 IAQ Intern would support the work of Regional lead Melissa Payan with 1) Development of a R8 Guide to Indoor Air Quality Concerns, including researching state specific information related to IAQ and 2) support with planning of the Triple Region Tribal IAQ Meeting.

To Submit a Complete Application, provide: 1) resume, 2) cover letter, 3) letter of good standing from university.

#### **Development of R8 IAQ Guide:**

This document will be used as a guide for the R8 IAQ Coordinator to respond and disseminate information on questions/concerns from the public related to IAQ. Topics may include but are not limited to: asthma, carbon monoxide, clean cook stoves, mold, radon, secondhand tobacco smoke etc.

#### **Coordination of Triple Region Tribal IAQ Meeting:**

Regions 6, 8 & 9 are in the beginning stages of planning this event. Some duties may include: assisting with setting up logistics, registration, advertising, and confirming speakers for the event.

#### **Mission:**

Inform the public of EPAs R8 IAQ information and develop a plan that outlines local resources the public can refer to as needed.

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

- Research State and Local Landlord-Tenant Laws throughout R8 related to IAQ.
- Develop EPA R8 IAQ Guide and update R8 EPA Webpage
- Draft responses to public inquiries on IAQ using EPA recommendations. (emails, newsletters, phone calls)
- Social Media Posts (drafting Facebook and Twitter content, Regional and National)
- Event Planning
- Other As Needed

#### *Required Skills:*

- Excellent written and verbal communication
- Strong research skills
- Basic Excel, Word, and Publisher
- Social Media experience
- Ability to work independently
- Works well on a team
- Strong ability to multi-task
- Creative/innovative thinking
- Project or Event Planning Experience

#### *Knowledge/Experience* (optional, but a bonus):

- Marketing/Outreach/Recruiting/Sales
- Environmental Education
- Public Health: Asthma/Mold/Weatherization/Radon/Secondhand tobacco smoke

**Timeline:**

Intern will be on board for a minimum of 2 months, maximum of 4 months (there may be an opportunity to extend for a maximum of 6 months depending on circumstances, but this is not assured).

**Desired hours per week:** 10-20 hours (preference will be given to qualified candidates available to work more hours per week).

**Desired start date:** May 2017 (flexible start date depending on school schedule) (Please Note: From the time of acceptance, there will be a 4-6-week period prior to first day of work while administrative and federal background check paperwork is completed.)

Related Links:

[EPA's IAQ Webpage](#)

[WY Department of Health Website](#)

[UT Department of Health Website](#)

[South Dakota Department of Health Website](#)

[North Dakota Department of Health Website](#)

[Montana Department of Health Website](#)

[Colorado Department of Public Health and Environment](#)

**For More Information:** Melissa Payan, [payan.melissa@epa.gov](mailto:payan.melissa@epa.gov); 303.312.6511

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

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