

EPA Region 8 Office of Water Protection Intern Description

Position Title: Water Program Intern

Background:

The State Revolving Fund (SRF) Programs and the SRF Tribal Set-Aside (TSA) Programs provide funding for drinking water and wastewater infrastructure projects throughout the Region 8 States and Tribes. The SRF Programs are the largest funding Programs within EPA. The funding is used to help communities throughout our Region provide clean and safe water for their residents. The SRF and TSA grants and interagency agreements are highly complex with many different processes and procedures that we need to memorialize with complete and thorough Standard Operating Procedures (SOPs).

Position Description:

The student would have the opportunity to learn in great depth about EPA's largest funding program, which helps to supply this Region's clean drinking water and ensure the safety of the waste water. This is a rare opportunity to learn about EPA grants, interagency agreements, revolving loan funds, as well as to gain an understanding of drinking water and wastewater infrastructure. The student will review, edit and help finalize Standard Operating Procedures (SOPs) for these two vital EPA Programs.

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

- Review, edit and help finalize SOPs
- Other As Needed

Desired Skills:

- Excellent written and verbal communication
- Basic Word
- Ability to work independently
- Works well on a team

Knowledge/Experience (optional, but a bonus):

- Knowledge of EPA's State Revolving Fund (SRF) Programs.
- Experience preparing SOPs.

Timeline:

1 month

Desired hours per week:

20-40

Desired start date:

Anytime.

For More Information:

Rebecca Russo, Unit Manager, 303-312-6757

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](#)