

EPA Region 8 Tribal Advisor Intern Description

Position Title: Intern to Region 8 Senior Tribal Advisor

Background: May have a general background, but with a specific interest in Native American, government, and public policy issues.

Position Description: Support the EPA Region 8 Sr. Tribal Advisor

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

1. Assist with the development, organization, and maintenance of a Region 8 Tribal SharePoint site, including
 - o Document libraries, e.g.,
 - i. Briefing materials (Region 8, other EPA Regions, HQ)
 - ii. Outreach materials
 - o Library of tools relevant to the Tribes in our region, e.g.,
 - i. Updated Tribal Directory
 - ii. Treaties Catalogue
 - o Calendar with webinars of potential interest
 - o Articles (e.g., news articles, court cases and law review articles) related to Native American topics that may be of potential interest to Region 8 staff/managers
2. Assist with organization and implementation of webinars on topics of interest to both Region 8 staff and tribal stakeholders.

Desired Skills:

- Information/data organization
- Microsoft applications such as Word, Excel, and PowerPoint
- SharePoint and/or Adobe Connect experience helpful but not required
- Ability to work independently
- Works well on a team
- Excellent written and verbal communication skills
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Knowledge/Experience:

The ideal candidate should possess knowledge of basic Native American issues, history, and background. Strong communication skills are also important.

Timeline:

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

Desired hours per week: Flexible and negotiable.

Desired start date: Flexible

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

For More Information: Patrick Rogers, Senior Tribal Policy Advisor, 303-312-6325, rogers.patrick@epa.gov

To Apply: By March 31, 2017, send cover letter (indicating position(s) of interest), resume and college transcript to R8EPAAintern@epa.gov.

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