

## Volunteer/Unpaid Positions in the Office of the Administrator

The Office of Public Affairs and additional program offices within EPA's Office of the Administrator are seeking volunteer interns who are motivated, hard-working and interested in environmental issues. View a list of participating offices and descriptions of internship opportunities within these offices below. Please indicate your preference in your cover letter. All Office of the Administrator internships are located at EPA headquarters office in downtown Washington, D.C.

### Intern Benefits:

- Tour of EPA
- Brown bag lunches with senior staff
- Field trips to Capitol Hill to see the Administrator and or other senior staff testify before Congress
- Professional development workshops
- East Wing Tour of the White House

### Requirements:

1. **Prerequisites.** Applicants must be:
  - **U.S. CITIZENS ONLY, and**
  - 18 years of age on or before the first day of the internship, **and**
  - enrolled at least half-time (e.g., six credits per semester for undergraduates) in an undergraduate or graduate program at a college, community college, or university (two-to-four year institution).
2. **Time commitment.** You should expect to work Monday through Friday, 9:00 a.m. to 5:30 p.m. Some exceptions will be made if you have class or program requirements, but you will need to work at least 4-1/2 days per week in order to be considered full-time. For example, you could leave at 1:00 p.m. or later, one day each week, and still be considered a full-time intern. If you require a schedule accommodation of this kind, please discuss it if/when an EPA Internship Team member interviews you.

**Compensation:** The internships are **unpaid**, however we will provide you with an office phone and computer, as well as a transit subsidy.

### Application Schedule:

| Office of the Administrator Volunteer Intern Program |           |
|------------------------------------------------------|-----------|
|                                                      | FALL 2017 |
| Applications Accepted                                | NOW       |

|                      |                                    |
|----------------------|------------------------------------|
| Application Deadline | August 11, 2017                    |
| Notifications        | Begins the week of August 14, 2017 |
| Start Date           | September 5, 2017                  |
| End Date             | December 29, 2017                  |

**How to Apply:** To apply please send your resume, cover letter and EPA office(s) of interest to [StudentVolunteer@epa.gov](mailto:StudentVolunteer@epa.gov).

## Participating offices and descriptions of internship opportunities within these offices

**Office of Internal Communications (OIC):** Interns with strong communications skills and a passion for working on creative projects will work on internal communications plans, content, and supporting materials that will align to drive employee engagement. OIC aims to attract, inform, motivate, and retain employees while contributing to a work environment and experience that maximizes their creativity and productivity.

**Office of Media Relations:** Interns will track and compile media lists for breaking stories, assist press officers with communications projects, help create and update tracking documents, listen and take notes during interviews, and attend meetings and Congressional hearings to help facilitate communications with the EPA and the press. Interns will gain experience in a high profile, deadline-driven environment. Suggested major: Communications, Journalism, English.

**Office of Multimedia (OM):** Interns will work alongside professional video producers, photographers, and graphics artists on current multimedia projects. As an intern in OM, you will write scripts, assist with live broadcast events and studio shoots, produce video public service announcements, appear on camera, narrate scripts, capture footage/photos of environmental topics, and create graphics. Students should possess strong broadcast writing and multimedia production skills. Familiarity with production software (example: Adobe Premiere/ Photoshop/ Illustrator, Final Cut/Pages, Avid, etc.) is required. Suggested majors: Communications. Journalism. Broadcast Production. Photography. Graphics Design.

**Office of the Press Secretary:** Interns will work first-hand with the EPA Administrator's press secretary and staff to assist with media inquiries, editorial planning, research, strategic messaging, writing communications materials, social media and special projects. Interested applicants should be hard-working, creative, possess strong writing skills, social media experience and an interest in government and environmental issues. Suggested majors:

Communications, Journalism, Political Science.

**Speech Writing:** Interns will assist with all research and crafting of speeches, talking points, op-eds, blog posts, and more for the Deputy Administrator and Administrator of the EPA. Students should be detail oriented with excellent writing skills. Content background on environmental issues preferred but not required. Suggested majors: English, Communications, Journalism, Political Science.

**Office of Web Communications, Social Media:** Interns will help with EPA's multiple social media accounts, from writing to tracking statistics. Interns will also have the opportunity to create new ways of using social media. Students should possess strong writing skills. Experience using both social media and Excel is helpful. Suggested major: Communications.

**Office of Congressional and Intergovernmental Relations (OCIR)/Intergovernmental Relations:** Interns will serve as aides to the Deputy Associate Administrator for Intergovernmental Relations and staff, and work with state and local officials, national associations that represent these constituencies, and others involved in intergovernmental issues and environmental goals. The intern will work with elected officials and intergovernmental stakeholders, including EPA's Local Government Advisory Committee, to prepare analyses, option papers, and issue papers on local environmental issues. This will involve staffing meetings, keeping meeting records, helping to facilitate consensus, and preparing communication materials to present.

**Office of Congressional and Intergovernmental Relations (OCIR)/Performance Partnerships Staff:** The intern will support OCIR in its work with state leaders, EPA Regional Offices, HQ National Program Managers, and other key Agency program offices to advance the Administrator's partnership priorities, incorporate the states' interests and priorities across the Agency, and identify and resolve specific management and policy issues affecting the EPAstate relationship. In addition, the Performance Partnerships Staff oversees development and implementation of the Cross-Agency Partnerships Strategy in the 2014-2018 EPA Strategic Plan and serves as the National Program Manager for the National Environmental Performance Partnership System, EPA's performance-based system of environmental protection designed to drive performance, efficiency, and resource flexibility into state and tribal partnerships. Students with an interest in strategic planning, relationship-building, state relations, program priority setting, and cross-program coordination between EPA and the states are encouraged to apply.

**Office of Congressional and Intergovernmental Relations (OCIR)/Regional Operations:**

Regional Operations promotes cohesiveness, efficiency, and synergy among EPA's ten Regions to identify solutions, share best practices, partner resources, and promote resolution once issues are identified. The office manages the Lead Region System. The system ensures integration and participation of Regional views into the Agency's decision making process, budgeting, and strategic planning. The intern will help with developing training materials for the next cycle of 11 Regional Representatives set to occur during the Fall of this year. The student will also develop a Briefing Book by interviewing the Regional Administrators or their political representatives and the National Program Offices to develop a template for the transition set to occur next year when this Administration ends. Preparing the guidance and training for the next group of incoming political leadership will provide an intern with a view of EPA's 13 offices at Headquarters and each of EPA's 10 regions, and an introduction to the Agency's Senior leadership.