

DENVER, CO - EPA Region 8 Environmental Stewardship Program (CLOSING DATE: 04/09/2018)

Position Title: Research/Planning for Summer Intern - Sustainability Workshop for Nonprofit Organizations (Planning Intern):

General Position Description:

The Region 8 Planning Intern would support the work of the Environmental Stewardship Unit (ESU) by conducting outreach and researching the needs of nonprofits, researching EPA and other Federal Agency tools that would best fit the particular audience, developing a workshop template (including presentation materials, catchy outreach materials, and tools) and assisting with researching logistics for the workshop (needed materials, locations, presenters, etc.).

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

Mission:

Better educate non-profits who are interested in implementing sustainable concepts at their facilities and homes, but do not have the knowledge, assistance or tools to move forward.

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

- Conduct outreach to interested nonprofits,
- Research needs of the audience and what the ESU could provide,
- Develop workshop template,
- Prepare workshop materials such as presentations, outreach materials, etc.
- Assist with working out the logistics of the workshop,
- Other as Needed

Required Skills:

- Excellent written and verbal communication
- Takes direction well
- Strong research skills
- Strong organizational skills
- Basic Excel, Word, and Publisher
- Social Media
- 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/Radon/Children's health/

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: First week of May 2018 (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.)

APPLICATION REQUIREMENTS: Supply transcripts, resume and cover letter (*indicating the positions or positions you are interested in, your available start date, and approximate hours/weeks you could work*) to R8EPAintern@epa.gov with the subject line: Student Volunteer Internship Program.

For More Information: Kimberly Pardue Welch, Pardue-welch.kimberly@epa.gov, 303-312-6983

Contact: Elaine Robles, Human Resources, 303.312.6194 or robles.elaine@epa.gov