

## Volunteer/Unpaid Internship Position with EPA Region I

**Name of Project:** ORA Administrative

**Type of Position:** 1 Unpaid College Student

**Supervisor/Contact:** Douglas Gutro

**Location:** Region I – Boston, MA

**Preferred College Major:** Political science; communications; public administration; environmental studies.

**Duties:**

Assist in traditional media/ social media tracking and analysis; constituent outreach and canvassing; Help update community/ municipality mailing, email, and contact lists, write web site content, establish a photo archive, advance and support press conferences and events; and other duties to help staff in the front office.

**Additional skills**

Highly motivated, self-starter, good writer, works well in teams or autonomously. Must be able to work in a fast-paced environment and have good communication and interpersonal skills.

**Dates of Assignment:** Beginning Summer 2018, May-June (10 weeks). Start and end dates flexible.

**Application Requirements:** Supply proof of continuing enrollment, resume and cover letter with your available start date, and approximate hours/weeks you could work) to:

[R1EPAintern@epa.gov](mailto:R1EPAintern@epa.gov) with the subject line reflecting program of interest,

i.e.: Vol Intern Prog. - ORA Administrative