

Volunteer/Unpaid Positions in the Office of Public Affairs

The [Office of Public Affairs](#) is 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 Public Affairs internships are located at EPA headquarters office in downtown Washington, D.C.

Requirements:

1. **Prerequisites.** Applicants must be:
 - o **U.S. CITIZENS ONLY, and**
 - o 18 years of age on or before the first day of the internship, **and**
 - o 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 Public Affairs Volunteer Intern Program	
	SPRING 2019
Applications Accepted	November 1, 2018
Application Deadline	December 1, 2018
Notifications	Begins the week of December 17, 2018
Start Date	February 4, 2019
End Date	May 31, 2019

How to Apply: To apply please send your resume, cover letter and EPA office(s) of interest to 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 (OMR): 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 Public Affairs/Immediate Office: 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.

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.