

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Sustainable Materials Management (CLOSING
DATE: 04/05/2019)**

Background: EPA's Sustainable Materials Management (SMM) program promotes a systemic approach to using and reusing materials more productively over their entire life cycles. SMM represents a change in how our society thinks about the use of natural resources and environmental protection. By looking at a product's entire life cycle, we can find new opportunities to reduce environmental impacts, conserve resources and reduce costs.

Job Description: The Specialist will help the regional SMM team achieve program goals, including efforts to advance sustainable building materials management, strengthen domestic recycling markets and ensure trash-free waters. The Specialist will help to coordinate some of this work across federal, state and local government levels.

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

- Assist in planning a deconstruction workshop;
- Create list of stakeholders and lead outreach/marketing plan to garner interest in decon workshop;
- Participate in national & regional workgroup calls to develop expertise in recycling issues;
- Lead development of a regional plan to advance domestic recycling markets, which may or may not include suggestions for any research gaps that need to be filled, or for hosting workshops or events throughout the region;
- Conduct a policy review of state and local SMM-related policies in the region;
- Assist in updating EPA's Transforming Waste Streams Tool when needed, which will require web-editing in Drupal;
- Help to develop a regional plan for EPA's Trash Free Waters work given limited regional resources; and
- Other duties as needed.

Desired Skills:

- Excellent written and verbal communication
- Basic Excel, Word and Publisher
- Social Media
- Ability to work independently and on a team

Knowledge/Experience (optional, but a bonus):

- Policy research experience
- Knowledge of environmental policies, laws, and issues
- Web-editing experience

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, 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: May 21st (but may be negotiated) (Note: From the time of acceptance, there will be a 2-4-week period prior to first day of work while paperwork is completed.)

How to Apply: Email your transcripts, resume, cover sheet to Amanda Hong at Hong.Amanda@epa.gov by Friday, April 5, 2019.

For More Information: contact Amanda Hong or Kimberly Pardue Welch, in the Land, Chemical and Redevelopment Division, U.S. EPA Region 8; hong.amanda@epa.gov or Pardue-welch.kimberly@epa.gov

Human Resources Contact: Elaine Robles, (303) 312-6194 or robles.elaine@epa.gov