

**Volunteer/Unpaid, Washington, DC**

**Office of Mission Support, Federal Advisory Committee Management**

**(CLOSING DATE: March 4, 2020)**

The U.S. Environmental Protection Agency (EPA), is currently seeking a highly motivated undergraduate (junior/senior) or graduate level student for a Spring/Summer 2020 internship/volunteer (unpaid) work assignment. This student assignment is located in Washington, D.C., and is also available for academic credit.

The candidate selected for this assignment will work in the Federal Advisory Committee Management Division (FACMD). This is a high performing office and primarily responsible for overseeing all of EPA's advisory committees authorized under the Federal Advisory Committee Act (FACA) and ensuring that agency committees comply with FACA policies and procedures. These committees provide EPA policy-makers with objective, timely advice and recommendations on environmental policies and programs.

**Assignment duties and responsibilities:**

1. Work closely with the Designated Federal Officers on the day-to-day management of the advisory committees and assist in the facilitation of committee discussions and recommendations on cross-cutting, national/regional policy issues that impact multiple EPA programs and external stakeholders.
2. Assist in the overall planning and coordination of advisory committee meetings. This may include identifying meeting space, developing meeting agendas/summaries, preparing briefing/meeting materials and inviting presenters/guest speakers, overseeing on-site logistics, and post meeting follow-up.
3. Conduct oversight Assist Visits with EPA federal advisory committees to ensure that they are in compliance with FACA guidelines/regulations and to generate a summary report based on the information compiled during the committee review process.
4. Assist with committee policy and outreach tasks, such as membership recruitment, communication outreach, website maintenance, records keeping management, annual reporting requirements, strategic planning, collaboration with Agency partners, and responding to committee requests.

5. Assist in researching FACA policy guidelines for designated advisory committees and committee charge questions relative to specific environmental issues.

Skill Mix:

The ideal candidate for this assignment should demonstrate: Strong written and Oral Communication; Ability to Manage Multiple Projects and Meet Time Sensitive Deadlines; Excellent Customer Service; Attention to Details; and, Teamwork.

Computer experience using Microsoft Office Suites Professional and various social platforms are desirable. Previous experience with Sharepoint is a plus.

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\*Interested candidates may apply through March 4, 2020. Students majoring in environmental studies (science/management), public policy/administration and political science/advanced government are encouraged to apply.

To Apply:

Please submit a resume along with a brief statement explaining your interest and qualifications via email to [green.eugene@epa.gov](mailto:green.eugene@epa.gov) and indicate

“College Intern/Volunteer (Spring/Summer 2020” on the subject line.