

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Enforcement & Compliance Assurance Division (ECAD) Resource Conservation & Recovery Act (RCRA) Intern (CLOSING DATE: 04/17/2020)**

**Background:**

The U.S. Environmental Protection Agency (EPA) Region 8 office in Denver, Colorado is seeking a highly motivated undergraduate or graduate level student for a Summer 2020 internship/volunteer (unpaid) work assignment. EPA internships provide a great introduction to our work and offer students the opportunity to gain valuable professional experience. The candidate selected for this position will work in the RCRA OPA Branch of the Enforcement and Compliance Assurance Division in Region 8. The RCRA OPA Enforcement Program addresses land and water pollution by regulating underground and above ground storage tanks, and the storage, treatment and disposal of solid and hazardous waste.

**Job Description:**

The intern joining this team will have the opportunity to work on a variety of projects including:

- Assist EPA staff with developing a variety of technical compliance documents for the Underground Storage Tank (UST) Program. This will include research on the UST regulations, technical documents, and industry standards.
- Work with EPA staff to prepare compliance forms and templates to assist owners and operators with meeting new UST regulations.
- Assist in database tracking of inspections in order to ensure concise data is maintained to conduct inspection targeting and data trend analyses.
- Assist EPA staff with implementing several process improvement initiatives by developing a variety of work procedures, templates and SOPs.
- Assist with developing a streamlined reporting system for multiple compliance, enforcement and lean management system reporting requirements.
- Work with EPA staff to establish an easy-to-maintain inspection and enforcement visual management tracking system or dashboard.
- Other projects as needed and developed

***Desired Skills:***

- Strong analytical, written and oral skills
- Ability to work independently and on a team
- Strong desire to take initiative
- Basic Excel, Word and Publisher
- Social Media

**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)

**Desired hours per week:** Negotiable. Preference may be given to qualified candidates available to work more hours per week.

**Desired start date:** Negotiable, depending on candidates' availability.

(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 Janice Pearson at [pearson.janice@epa.gov](mailto:pearson.janice@epa.gov) by Friday, April 5, 2020.

**For More Information:** Janice Pearson, Enforcement and Compliance Assurance Division, [pearson.janice@epa.gov](mailto:pearson.janice@epa.gov), 303-312-6354

**Human Resources Contact:** Elaine Robles, Human Resources, 303.312.6194 or [robles.elaine@epa.gov](mailto:robles.elaine@epa.gov)