

Volunteer/Unpaid, DENVER, CO – EPA Region 8, Superfund Project Management Division Intern

(CLOSING DATE: 04/17/2020)

Background: Join the EPA Region 8 Superfund Emergency Management Division for an exciting opportunity to learn about the various environmental disciplines and important cleanup work.

Job Description:

This position will develop a set of tools, reports and presentations that will assist the superfund program and senior regional leaders in visualizing project management data sets and Superfund site activities. The position will work closely with Remedial Project Managers, budget and legal staff, as well as management.

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

- Development of power point presentations
- Visual aids and reports
- Analyze data and site activities
- Present findings and product deliverables to staff and management
- Others, as needed

Desired Skills:

- Excellent written and verbal communication
- Competency in Microsoft office software (Word, Excel and Power point)
- Ability to work independently
- Works well on a team

Timeline: Flexible (3-4 months)

Desired hours per week: 20-40 hours

Desired start date: Flexible (May/June 2020)

(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 V. Jasmin Guerra at Guerra.Valeria@epa.gov by Friday, April 17, 2020.

For More Information: V. Jasmin Guerra, 303-312-6426 or guerra.valeria@epa.gov

Human Resources Contact: Elaine Robles, Human Resources, 303.312.6194 or robles.elaine@epa.gov