

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Human Resources Intern (Diversity) Intern
(CLOSING DATE: 03/15/2021)**

Background:

Earth Day is every day at EPA! At EPA, you can protect human health and the environment of all Americans, and you'll discover that EPA is one great place to work! Our diverse workforce connects to more than just a career--we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural resources and protecting human health can be.

This position is located in the Denver headquarters for EPA Region 8, which serves six states (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) and 27 Tribal Nations. The position may be in-person or virtual, depending on health conditions in the local area at the time of internship. The Region has facilities in Denver and Lakewood, Colorado and in Helena, Montana. It has approximately 500 employees. The most common professions within the workforce are scientists, engineers and attorneys. The Region has a collaborative, supportive, consensus-based culture. The majority of employees are represented by the American Federation of Government Employees.

Position Description:

As an intern at EPA, Region 8, you will be working in a small HR office with highly experienced staff. You will be working on efforts to support our Diversity and Inclusion initiatives. There is some flexibility to tailor the assignment(s) to the interests of the intern. Specific duties may include, but are not limited, to the following:

- Support training officer and organizational development specialist in identifying opportunities to improve leadership development selection processes
- Support training officer and organizational development in career path project
- Help us upgrade the applicant flow data analysis.
- Start relationship building work with target organizations (like HBCUs, etc.), identifying key student organizations and their leadership, reaching out to them on behalf of HR and the Region, and beginning sharing info
- Other Duties as Needed

Desired Skills:

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

Knowledge/Experience (optional, but a bonus):

- Knowledge of recruiting
- Knowledge of training and development
- Knowledge of best practices in the areas of diversity and inclusion
- Knowledge of basic statistical analysis

Timeline:

Intern will be on board for a minimum of 3 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: 30-35

(preference will be given to qualified candidates available to work more hours per week).

Desired start date: May 17, 2021 (flexible)

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

Work location

This internship can be completed remotely. It can also be completed in person, if facility status permits at the time of the internship.

How to Apply: Email your transcripts, resume, cover sheet to Joshua Fowler (fowler.joshua@epa.gov) by March 15, 2021.

For More Information: Joshua Fowler, Human Resources Officer, fowler.joshua@epa.gov

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