

## **National Environmental Performance Track Program Internship**

**Workplace:** USEPA Region 2, New York, N.Y.

**Duration:** Rotational, typically 3-6 months, corresponding with, but not limited to, academic cycle.

**Position Type:** For-Credit, Unpaid; by arrangement with student and academic advisor in fulfillment of degree or curriculum requirement.

**Description:** The intern will work with EPA's National Environmental Performance Track (NEPT) Program coordinator at the Region 2 Office in New York. This internship offers the opportunity to gain experience with EPA's flagship voluntary performance tracking program, while interacting with members of EPA's Headquarters and Regional offices, representatives from states, non-governmental organizations (NGOs), and NEPT member/potential member facilities. For additional information on Performance Track, go to <http://www.epa.gov/region02/performance-track/>.

The intern will receive training in tools for program implementation, evaluation, and promotion, including:

- Marketing/outreach communications activities throughout the regional office
- Participating in meetings, events, and site visits at select Performance Track facilities
- Researching and reporting on performance reports and applications from current and potential facilities
- Analyzing and coordinating outreach opportunities.

The internship will provide the student with the opportunity to learn about EPA's environmental protection programs, and how the National Environmental Performance Track program fosters public outreach, community involvement, and performance measurement for continuous environmental improvement. The internship will enhance the student's academic study and career experience.

**Qualifications:** Candidates working toward an undergraduate or graduate degree in Environmental Science, Policy, and/or Engineering are encouraged to apply; students pursuing degrees in other areas, such as political science or communications, also will be considered. They also need strong communication, analytical, and computer skills, including word-processing, database, spreadsheets, and presentation software. S/he should be self-motivated and directed and have an understanding of and/or experience in the areas of environmental management, policy, science, and communications. The ideal candidate should also be able to:

- communicate effectively orally and in writing with a diverse group of people
- balance multiple tasks
- research and analyze information, options and topics, and respond to inquiries
- interact collaboratively as part of a team to accomplish specific goals

## **Employment Requirements and Application Instructions**

### Employment Requirements

The ideal candidate would be nearing the completion of his or her academic studies, graduate or undergraduate, as stated above under “Qualifications”. Both full-time and part-time students are eligible for this program. Below is a list of requirements for the Internship Program:

- Employment is voluntary, based on a for-credit or other curriculum requirement.
- Length of service is a minimum of 3 months.
- Although U.S. citizenship is not required, non-U.S. citizens must be students who are lawfully admitted for either permanent residence or on a current student visa.
- Candidates must be currently enrolled in an undergraduate or graduate program.

### How To Apply

. To apply, qualified students should submit the following paperwork:

- 1) Letter of Recommendation, on the institution’s letterhead, from a Faculty Advisor or other School Official, with signature.
- 2) Current Resume
- 3) Copy of the student’s academic transcript.

All information can be provided electronically. An original copy of item 1) will be required if selected for the position.

Once this information is received, it will be reviewed, and interviews will be set up with promising candidates. If interested in this position, please respond via email, in writing, or by phone, to the Agency Contact below:

Joann Brennan-McKee, Deputy Director  
Division of Environmental Planning and Protection  
U.S. EPA Region 2  
290 Broadway, 25<sup>th</sup> Floor  
New York, NY 10007-1866  
(212) 637-3803  
[Brennan-McKee.Joann@epa.gov](mailto:Brennan-McKee.Joann@epa.gov)

Please feel free to contact us if you have any questions. Thank you for your interest, and we look forward to hearing from you.