

## **EPA Tribal Finance/Budget Volunteer**

### **General Position Description:**

The TAP Budget intern will research EPA's funding streams used for tribal capacity building relating to the Clean Water Act (CWA), Clean Air Act (CAA) and General Assistance Program (GAP). The intern will also evaluate how environmental grant funds are used, when they are returned, results of grants and historic funding levels. The intern will identify funding patterns, trends and correlations between funding and environmental impacts/capacity building.

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

- Search historic files/databases to compile data from the last five years, such as:
  - Funding levels per tribe per media (e.g. air, water, waste).
  - The amount returned/deobligated per tribe per media;
  - The number of tribal Performance Partnership Grants in Region 8;
  - The amount spent on equipment, supplies, training, etc.
- Identify trends for each tribe/media.
- Use Excel to record tribal funding and make recommendations regarding data management.
- Interview EPA Project Officers who oversee individual tribal grant programs.
- Conduct a literature review regarding grant/funding efficiencies.
- Present findings and any recommendations.

### **Required Skills:**

- Strong written and verbal communication skills.
- Strong research skills.
- Comfort working with numbers (no advanced math necessary).
- Inquisitiveness, initiative, problem solving, and perseverance.
- Positive attitude.
- Creative thinking.
- Experience working with Microsoft Office applications.
- Ability to work independently and with little direction.

### **Knowledge/Experience/Abilities (optional, but a bonus):**

- Experience defining research questions
- Experience concisely summarizing results of complex research projects
- Experience interviewing people
- Strong organizational skills

**Desired hours per week:** 15-30 hours (40 hours per week is also an option)

**Timeframe:** Up to three months.

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