

Volunteer Internship
U.S. Environmental Protection Agency
Office of Policy (OP) Smart Sectors Program
Washington, DC

POSITION DESCRIPTION:

This is an unpaid volunteer internship in Washington, D.C. at the U.S. Environmental Protection Agency (EPA) in the Office of Policy's Smart Sectors Program. The applicant must be a U.S. citizen and registered student fulfilling the requirements of an undergraduate or graduate degree program.

Students studying one of the following disciplines or a related discipline will be considered: environmental policy, government relations, public administration, communications, marketing, business, or a related field. The successful candidate will also have strong analytical, problem solving, project management, and writing skills.

The specific project will be negotiated with the selected volunteer, depending upon their knowledge, skills, and interests and relevance to the Smart Sectors Program priorities. Examples of projects that could be designed are:

- Assist EPA staff with developing case studies and best practices, fact sheets, and web-based communication materials;
- Work with EPA staff to research and develop issue papers on topics of interest to relevant sectors;
- Assist EPA staff with tracking and ensuring timely responses to meeting outcomes.

The appointment will be for a minimum of 12 weeks, and 10-40 hours per week. **The participant does not become an EPA employee.** The participant will not receive a stipend but a transit subsidy will be provided. We recognize that class schedules vary and will work with the selected volunteer to refine the timing and duration of the internship, as needed.

HOW TO APPLY:

Email a statement of interest, resume, and short writing sample (maximum 5 pages) to shaw.nena@epa.gov. Please reference "Student Internship: Smart Sectors Program" in the subject line.

ABOUT THE SMART SECTORS PROGRAM:

The Smart Sectors Program is in EPA's Office of Policy's Immediate Office. Smart Sectors is a partnership program that uses a sector-based, collaborative approach to develop forward-thinking ways to improve environmental outcomes. Program leads for each sector: serve as ombudsmen within the Agency across program offices; conduct educational site visits and host roundtables with EPA leadership; analyze data and information and advise on forward-thinking options for environmental improvement; maintain meaningful, open dialogue with trade association partners and their environmental committees; and develop reports that profile the impact of each sector on the economy and the environment represent the engine of the American economy and significant opportunities for environmental improvement.