Volunteer/Unpaid, **DENVER, CO – EPA Region 8, Env Protection Specialist – Program Mgmt Analyst (Data Mgmt) Intern (CLOSING DATE: 03/26/2021)**

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.

Are you interested in helping to protect our nation's land, air quality, drinking water, surface water, and public health? EPA's Office of Enforcement and Compliance Assurance (ECAD) goes after pollution problems that impact American communities through vigorous civil and criminal enforcement. Our enforcement activities target the most serious water, air and chemical hazards through compliance monitoring, compliance assistance and enforcement mechanisms.

Job Description:

This position will work in the Immediate Office of the Enforcement and Compliance Assurance Division (ECAD) and will perform the following duties: Data analysis; the development of reports, charts and graphs that interpret the data visually; and additional projects that assist Division leadership and staff in protecting human health and the environment by enforcing environmental laws and regulations and by providing compliance assistance to the regulated community

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

- Analyze and interpret data utilizing various software platforms, including Excel, Qlik, SharePoint, Propria try platforms and GIS / GEO Platforms
- Collect data from multiple platforms and prepare visual presentations (E-Visual Management Presentations)
- Interact with staff to assist and ensure that inspector credentialing documents are uploaded and placed into the proper areas within the database of record.
- Work with management to identify staff who need assistance in remaining in compliance with inspector credentials.

Desired Skills:

- Excellent oral and written communication skills
- Basic to Intermediate Excel skills preferred, Word, Publisher, PowerPoint and SharePoint skills preferred
- Some GIS / GEO mapping software preferred
- Ability to work independently
- Works well on a team
- Ability to ask questions and develop Standard Operating Procedures (SOPs)

Knowledge/Experience (optional, but a bonus): Any type of programming or coding experience including familiarity with Python, Java Scripts, Business Objects, Qlik App Development

Timeline: Intern will be on board for a minimum of 3 months, maximum of 6 months (there may be an opportunity to extend, but this is not assured).

Desired hours per week: 16-32 (preference will be given to qualified candidates available to work more hours per week).

Desired start date: April to June (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: Remote telework

How to Apply: Email your transcripts, resume and cover sheet to Rebecca Russo at Russo.rebecca@epa.gov by March 26, 2021. Applications will continue to be accepted up until May 1, 2021, but a selection may be made prior to this date.

For More Information: Rebecca Russo, Enforcement Compliance and Assurance Division, Deputy Director at Russo.rebecca@epa.gov .

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