

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Equal Employment Opportunity (EEO) & Diversity Program Student Intern (CLOSING DATE: 04/05/2021)**

**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.

Region 8's EEO & Diversity Program works to ensure a workplace free of prohibited discrimination, promotes equal employment opportunity for all employees, and supports "high-performing organization" goals aimed at cultivating an inclusive, collaborative and supportive work environment where diversity thrives. For these aims, the EEO & Diversity Program provides regular analysis of the Region's workforce and oversees and guides the work of the Region's 11 "Special Emphasis Programs (SEPs)," workplace affinity groups charged with promoting the recruitment and career development of target group employees and educating the region on important diversity themes. The Program similarly supports the efforts of the Region's "Inclusion and Diversity Council," a group helping to guide the Region's comprehensive diversity and inclusion effort. Finally, beginning this year, the EEO & Diversity Program will be supporting planning and implementation related to a new workplace diversity strategy.

**Job Description:**

The EEO & Diversity Program Volunteer Student Intern will assist the EEO & Diversity Program Manager in multiple program areas.

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

- Assist in producing the Program's regular workforce analysis.
- Support trigger/barrier analysis of select workforce demographic segments.
- Support implementation of the Region's workplace diversity strategy.
- Provide scheduling and meeting planning support for the Unity Leadership Team (the group of Special Emphasis Program Managers).
- Assist in the development of guidance and planning materials for SEP Managers.
- Provide project planning and implementation support for the Inclusion and Diversity Council.
- Help identify and implement best practices related to recordkeeping of EEO and other program area documents.
- Help organize selection and training of employee volunteers supporting HR-led recruiting and outreach activities.
- Support planning and activities related to the Program's "Minority Serving Institution" activities.

- Support planning and activities related to the work of the Region's Inclusion and Diversity Council.
- Other as Needed

*Desired Skills:*

- Excellent written and verbal communication
- Strong organization and planning
- Strong written and verbal communication
- Intermediate Excel
- Intermediate Word
- Ability to work independently
- Works well on a team

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

- Statistical Analysis (e.g., for workforce demographics)
- Experience with diversity-related initiatives

**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:** 16-plus

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

**Desired start date:** June 7, 2021

(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:** In person or virtual based on the location of the applicant.

**How to Apply:** Email your transcripts, resume, cover sheet to Mario Mérida ([merida.mario@epa.gov](mailto:merida.mario@epa.gov)) by April 5, 2021.

**For More Information:** Mario Mérida, Office of Region Administrator / EEO & Diversity Program, [merida.mario@epa.gov](mailto:merida.mario@epa.gov)

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