

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Tribal Affairs 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.

The Tribal Affairs Branch work focuses on assisting the Tribal Nations in Region 8 with establishing and managing environmental programs while advancing the EPA's mission of protecting human health and the environment. Specifically, the TAB work focuses on managing tribal environmental grants and helping the tribes build their capacity in environmental protection. TAB works in partnership with other EPA programs in providing funding and technical assistance to the tribes, and serves as a focal program in coordinating the Region's tribal consultation and communication efforts in Indian country.

Job Description:

With the Region 8 Tribal Affairs Branch, the Intern may work on activities such as:

- Assist the Tribal Program Managers (TPMs) with information gathering to assist the tribes with training opportunities
- Gain familiarity with EPA's Environmental work with Native American communities
- Assist TPMs in developing outreach material to assist the tribes with their education and outreach efforts
- Gather information from tribal websites to confirm/update tribal contacts
- Assist TPMs with reviewing reports (as needed)
- Create a monthly newsletter (email) to be shared with all EPA programs to update them on activities within TAB
- Working directly with Region 8 Tribal Nations on a variety of media or General Assistance Program activities
- Other assignments as needed or approved
- The Intern will be invited to spend 10-20% of his or her time on professional development and will have access to training opportunities such as Toastmasters meetings and informational meetings with other EPA staff
- The internship will culminate with a presentation of the Intern's work and insights to interested EPA employees.

Desired Skills:

- Excellent written and verbal communication
- Basic Excel, Word and Publisher proficiency
- Knowledge of and basic proficiency with virtual meeting platforms
- Ability to work independently

- Works well on a team
- Interest in protecting public health and the environment in Indian country
- Interest in working with Native American Communities
- Interest in learning about EPA grants

Knowledge/Experience (optional, but a bonus):

- Knowledge of tribal environmental grants
- Knowledge of environmental laws and regulations
- Prior experience working with Tribal nations and/or the environment

Timeline: Intern will be on board for a minimum of 2 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: 15-20 hours (preference will be given to qualified candidates available to work more hours per week).

Desired start date: June 1st (but may be negotiated) Note: From the time of acceptance, there will be a 2-4-week period prior to first day of work while paperwork is completed.

How to Apply: Email your transcripts, resume, cover sheet to Kimberly Varilek; varilek.kimberly@epa.gov by Friday, April 5, 2021.

For More Information: Kimberly Varilek, Tribal Affairs Branch Director, EPA Region 8 Office of the Regional Administrator, varilek.Kimberly@epa.gov.

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