

**Volunteer/Unpaid, DENVER, CO – EPA Region 8, Superfund Program 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.

Join the EPA Region 8 Superfund Emergency Management Division for an exciting opportunity to learn about the various environmental disciplines and important cleanup work.

Job Description:

This position will research superfund site information and will include reconciling financial data related to State Superfund Contracts. The position will work closely with strategic planning and budget staff, Remedial Project Managers, as well as management.

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

- Researching Superfund site information
- Reconcile and develop tracking sheets
- Review budget and fiscal information
- Present findings and product deliverables to staff and management
- Others, as needed

Desired Skills:

- Excellent written and verbal communication
- Competency in Microsoft office software (Word, Excel and Powerpoint)
- Ability to conduct research
- Ability to work with budget and fiscal data
- Ability to work independently
- Works well on a team

Timeline: Flexible (3-4 months)

Desired hours per week: 20-40 hours

Desired start date: Negotiable, but ideally before June 1, 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.)

How to Apply: Email your transcripts, resume, cover sheet to V. Jasmin Guerra at guerra.valeria@epa.gov by Friday, April 5, 2021.

For More Information: V. Jasmin Guerra at 303-312-6508

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