

U.S. Environmental Protection Agency
Office of Policy
Office of Strategic Environmental Management
Washington, D.C.

SUMMARY

Office: Office of Policy's Office of Strategic Environmental Management

Positions: Multiple

Location: Washington, DC (Federal Triangle Metro stop)

Citizenship: Must be U.S. citizen

Salary: unpaid (transit subsidy provided for local transportation)

Projects: TBD but will be in the realm of program evaluation, green economy and/or high level meeting logistics

Application Deadline: March 4, 2012

Other requirements: Must be a continuing student and enrolled in school for the semester following the internship.

Note: We are not the only office in EPA who recruits summer interns. Every office is different. If you are interested in a different part of EPA, please consult the main EPA web site.

BACKGROUND

The Office of Strategic Environmental Management (OSEM), situated in EPA's Office of Policy, helps EPA and others make the strategic policy and governance changes necessary to meet the Agency's goals now and in the future. For more information on OSEM please look at the following website:

<http://epa.gov/osem/>.

We are currently seeking motivated, energetic and creative summer interns¹ to work on innovative approaches to environmental policy. Workforce diversity is integral to the effectiveness with which EPA carries out its mission. Diversity applicants are strongly encouraged to apply for internships.

Available projects will be determined prior to the beginning of the interview process and a project list will be distributed at the time of the interviews. Potential projects are determined based on the immediate needs of the office in early spring. A general description of the positions follows.

POSITION

OSEM is looking to bring on summer interns (both graduate and undergraduate U.S. citizens). The internship will involve substantial involvement with one or more projects; each designed to provide the student with the opportunity to collaborate with staff in the office to provide experience in working on an environmental issue or policy. Interns are expected to be engaged in substantive work while at EPA, and may be called on to perform some administrative duties as necessary (no more than a regular employee, though).

Summer interns are expected to participate in the OSEM Summer Intern Program. The program involves multiple activities and meetings above and beyond the regular projects. Interns receive mentors within the office as well as the opportunity to network with others throughout the Agency. Weekly talks will

¹ We actually accept interns year-round. However, outside of the summer months, there is not a formal activities program. Interns are left to their own devices to explore the city.

introduce other areas of the agency while field trips will involve visits to EPA- and/or DC-centric locations. Examples of past field trips include an early summer retreat to work on habitat restoration at the Chesapeake Bay, Congressional hearings, meetings with Senators and Representatives on Capitol Hill and behind-the-scenes visits to the Smithsonian. Summer interns are also required to present their summer research to EPA staff at the culmination of their internship.

Examples of past Internship projects include:

- (1) An article for a leading industry publication on sustainable manufacturing
- (2) Coordination of the annual Environmental Evaluators' Forum
- (3) Research and policy support for various ongoing green workforce development policy efforts
- (4) Developing tools and resources to support EPA's climate adaptation work
- (5) Analysis of various rules and regulations and their impacts on effective environmental management

Projects are based on the current needs of the office and will be determined prior to selection. Successful candidates will be interviewed by both the intern coordinator and the project leads. Candidates may be interviewed for multiple projects, depending upon qualifications and interest level.

REQUIREMENTS

Prospective interns should meet the following requirements:

- **Interns must be U.S. citizens.**
- Interns must have strong writing and research skills.
- Students must be full- or part-time students enrolled in either a 2-year or a 4-year degree program in an accredited institution of higher learning, or in a graduate degree program.
- Interns must be available to work 10-12 weeks.

BENEFITS

Due to budget constraints, we are unable to offer any financial compensation to interns. However, in the past, many students have been able to make arrangements with their universities to receive class credit and/or a stipend. We are willing to work with individuals to tailor their internship to meet any special requirements stipulated by their schools. We provide transit subsidies to cover up to \$125/month in travel costs to and from the office each day.

APPLICATION INSTRUCTIONS & DEADLINES

Individuals wishing to be considered should email the following application materials to reed.chris@epa.gov:

1. cover letter
2. resume
3. 3-5 page writing sample (DO NOT send more than 5 pages) – the topic is of your discretion
4. names of references

Do not send extra materials. Application materials are to be received no later than March 4, 2012.

We hope to make all selections by April and have people start in late May/early June. For more information, please contact Chris Reed at reed.chris@epa.gov or 202-566-0606.