

Sustainable Materials Management Program Internship:
Sustainability and Multimedia Programs Branch

Workplace: USEPA Region 2, New York, NY.

Duration: Internships generally run for a period of 3 months and can begin at any time during the year.

Position Type: Unpaid/Volunteer. College credit available; by arrangement with student and academic advisor if for credit or in fulfillment of degree or curriculum requirement.

Description: The intern will assist EPA's Sustainable Materials Management Section (SMMS) within the Sustainability and Multimedia Programs (SMPB) in implementing the Solid Waste and Sustainable Materials Management (SMM) programs. This will include support for our efforts to partner with states, industry, schools, municipalities and other organizations to find smarter, faster ways of reducing waste, encouraging reuse and recycling, reducing toxic chemicals in the waste stream and building more sustainable communities. This internship offers the opportunity to gain experience working with EPA Region 2 staff, by assisting them with grants, Regional initiatives, and other special projects. For additional information on the various SMM programs go to:

<http://www.epa.gov/epawaste/consERVE/index.htm>

The intern will receive training in tools for program implementation, evaluation, and promotion, including, but not limited to:

- Developing and implementing outreach for WasteWise, SMM and Sustainability programs;
- Tracking and evaluating the effectiveness of outreach for SMM and Sustainability programs;
- Coordination of possible events;
- Assistance with various SMMS grant management duties;
- Development of informational materials tailored specifically for outreach.

Qualifications: Candidates working toward an undergraduate or graduate degree in Environmental Science, Policy, Public Health, Sustainability and/or Engineering are encouraged to apply; students pursuing degrees in other areas, such as political science or communications, also will be considered. The ideal candidate will have strong communication, analytical, and computer skills, including word-processing, database, spreadsheets, and presentation software. S/he should be a self-starter and have an understanding of and/or experience in the areas of environmental management, policy, science, and communications. The ideal candidate should also be able to:

- communicate effectively orally and in writing with a diverse group of people
- balance multiple tasks
- research and analyze information, options and topics, and respond to inquiries
- interact collaboratively as part of a team to accomplish specific goals

Employment Requirements and Application Instructions

Employment Requirements

The ideal candidate would be nearing the completion of his or her academic studies, graduate or undergraduate, as stated above under “Qualifications”. Both full-time and part-time students are eligible for this program. Below is a list of requirements for the Internship Program:

- Employment is voluntary, based on a for-credit or other curriculum requirement.
- Length of service is a minimum of 3 months.
- Although U.S. citizenship is not required, non-U.S. citizens must be students who are lawfully admitted for either permanent residence or on a current student visa.
- Candidates must be currently enrolled in an undergraduate or graduate program.

How To Apply

To apply, qualified students should submit the following paperwork:

- 1) Letter of Recommendation, on the institution’s letterhead, from a Faculty Advisor or other School Official, with signature.
- 2) Current Resume
- 3) Copy of the student’s academic transcript.

All information can be provided electronically. An original copy of item 1) will be required if selected for the position.

Once this information is received, it will be reviewed and interviews will be set up with promising candidates. If interested in this position, please respond via email, in writing, or by phone, to the Agency Contact below:

Judy-Ann Mitchell, Chief
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Please feel free to contact us if you have any questions. Thank you for your interest, and we look forward to hearing from you.

