



**United States Environmental Protection Agency**  
Office of the Administrator,  
Office of External Affairs and Environmental Education  
*2012-2013 Intern Program*  
*Washington, D.C.*

The Environmental Protection Agency is seeking a number of unpaid, volunteer interns in the Office of External Affairs and Environmental Education and additional EPA program offices. Students should be motivated, hard-working and interested in environmental issues. There are several positions available with the offices below.

**Participating EPA Offices**

**Office of the Press Secretary:** Interns will work first-hand with Administrator Jackson's press secretary and staff, assisting with media inquiries, editorial planning, research, strategic messaging, writing communications materials, social media and special projects. Students should possess strong writing skills, social media messaging experience and an interest in government and environmental issues. Suggested major: Communications

**Speech Writing Department:** Intern will assist in developing speech content as well as managing senior leadership's calendar and social media sites. Students should be detail oriented with excellent writing skills. Suggested major: English or Communications

**Office of Public Engagement (OPE):** Intern will assist with OPE's mission to enhance EPA's public image to reflect a more proactive, inclusive and responsive agency by expanding the conversation on environmentalism with new and existing stakeholders. As an intern in OPE, you will provide support to staff to formulate engagement strategies that elevate EPA's and the Administrator's public image. You will primarily be tasked with organizing and scheduling outreach opportunities with stakeholders, helping research new programs and initiatives, and messaging to stakeholders.

**Research Assistant, Deputy Associate Administrator:** Intern will research in the areas of sports, women and sports, beauty and a host of other segmented groups. Intern is also given the opportunity to work with EPA program offices and other federal agencies to perform standard research procedures.

**Office of Product Review and Special Projects:** Intern will assist in approving products for the Agency including but not limited to translation materials. Graduate student preferred.

**Office of Media Relations:** Intern will create media lists for pitching specific stories, review/edit news releases, help create pitch language, assist in pitching, assist in developing communications plans, and research reporters and their recent stories. Suggested major: Communications

**Office of Multi-Media:** Intern will work alongside professional video producers, script writers, videographers, photographers, and graphics experts on current multimedia projects.

**Office of Web Design and Social Media:** Intern will assist with social media tracking, research and have the opportunity to generate new creative ideas for the Office.



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**Office of Water-Communications Office:** Intern will work on expanding the use of social media to publicize national water announcements and developing strategies to increase web visitors, social media followers and e-newsletter subscribers.

**Office of Research and Development:** The Science Communication Team intern will have the opportunity to interview scientists about their work and write articles for the Science Matters newsletter; assist staff in planning for science education events; and provide support for the Innovation and Sustainability Forum. Candidates should have excellent communication skills, a working knowledge of social media and a positive attitude.

**Faith Based and Neighborhood Partnership Initiative:** Intern will also support the production of assigned events, conference calls, and environmental campaigns, this includes participation in planning meetings; overseeing the calendar of events; maintaining a database of contacts and working on the preparation and printing of materials. Intern is given the opportunity to work with EPA program offices and other federal agencies to perform standard research procedures.

**Office of the Administrator Congressional and Intergovernmental Relations (OCIR):** Interns will serve as an aide to the Deputy Associate Administrator for Intergovernmental Relations and staff, in working with state and local officials, national associations which represent these constituencies, and others involved in intergovernmental issues and environmental goals. The intern will work with elected officials and intergovernmental stakeholders to prepare analyses, option papers, and issue papers on local environmental issues to the Administrator. This will involve staffing meetings, keeping meeting records, helping to facilitate consensus, and preparing communication materials to present.

**Office of Environmental Education (OEE):** Intern will assist in the operations of the EPA OnCampus ecoAmbassadors program. Responsibilities will include, but are not limited to, reaching out to college communities and aiding in the development of the program. Students should possess excellent communication skills (particularly writing) and familiarity with social media outreach.

**Office of Air and Radiation (OAR):** Interns will assist with work in the offices communications department. Interns are expected to gather and summarize information needed to issue weekly regulatory updates, monitor environmental news items, maintain e-mail lists of OAR Communications contacts, format and develop PowerPoint presentations, coordinate a weekly conference call with EPA regional air and radiation communicators, and attend congressional hearings and press conferences. Interns are required to work efficiently and effectively with Microsoft Office programs, have the capacity to work independently, have excellent writing and editing skills, and have a professional phone/public demeanor.