



Office of the Secretary's Internship Program

Department of the Interior

CALL FOR APPLICATIONS FOR SPRING 2013

An Innovative Internship with the country's principal conservation agency!

Students interested in public policy, public administration, political science, environmental policy, communications & marketing are encouraged to apply.

What is the Internship?

- A minimum of one (1) month internship – at least 20 hours per week with an office within the Department of Interior (DOI)
- Placement in an office within the Department of the Interior including but not limited to - Office of Congressional Affairs, the Office of Communications, the Office of External Affairs, the Scheduling Office, Office of Youth, Partnerships and Service, and the Office of the Executive Secretariat
- The opportunity to work on specific project/policy within your selected office

Benefits to the Intern

- Gain policy, social media and communications experience on a variety of issues supporting the mission of DOI
- Earn college internship credit
- Apply and refine skills in policy; writing and oral communication; and work place etiquette/professionalism

Application Materials

- Current Resume
- Unofficial Transcript
- Letter of Interest

Qualifications

- Excellent analytic and organizational skills
- Ability to take initiative and work independently
- Excellent oral and written communication skills
- Ability to work with a multi-disciplinary group
- Maintain at least a half-time course load as defined by the educational institution
- Remain in good academic standing
- Maintain a GPA of 3.0 or above
- Commit to a minimum of one month and at least 20 hours per week

*** Unpaid Internship**

No Housing available *

**Send Application Material to Vanessa Torres
Internship Applications Deadline Friday, December 13th**

For more information email

Vanessa Torres, Youth Program Analyst

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