

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Sustainability Internships Oregon Department of Environmental Quality (DEQ)**

The Oregon Department of Environmental Quality is a state regulatory agency whose job is to protect the quality of Oregon's environment. DEQ works cooperatively with all Oregonians to create a healthy and sustainable environment, and its mission is to be a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water. To learn more about DEQ's mission, vision, values, organizational structure and agency objectives please visit its informational page at [http://www.oregon.gov/DEQ/about\\_us.shtml](http://www.oregon.gov/DEQ/about_us.shtml).

This internship opportunity will allow students interested in sustainability to work with DEQ as it develops its sustainability plan and implements first-year action steps. DEQ is implementing the first year of a sustainability plan developed on the principles and training of The Natural Step.

Internship Opportunities Through its newly established sustainability plan, DEQ has identified five year-one goals. These goals provide the foundation for the five internship projects. Below is a description of the DEQ goal and the corresponding internship project:

Create a public engagement and communications plans that describes how DEQ will work to achieve our sustainability goals (Public Engagement and Communications Project). 2. Institute a real-time measurement system to assess baseline water and energy uses at each DEQ office or facility (Water and Energy Baseline Measurement Project). 3. Determine DEQ's waste streams and identify areas for improvement (Waste Streams Project) 4. Assure that up to 10 percent of all dollars spent on materials or supply chain materials are spent on more sustainable options than current purchasing procedures (Purchasing and Supply Chain Project) 5. Identify the opportunities and challenges for DEQ to add additional goals and action items for environmental justice into its sustainability plan (Environmental Justice Project).

A successful applicant may work on one or more of the five opportunities identified above, depending on personal and professional skills, interests and qualifications. A more complete description of the five internship projects can be found below.

Required skills • The successful applicants should demonstrate a working knowledge of the technical and policy issues associated with each area of focus, but are not required to be subject matter experts. • All projects will require the intern to use a variety of computer- and internet-based research tools, meet in-person with individuals and project teams at DEQ, contact DEQ staff by telephone and email, occasionally contact other organizations or individuals by telephone and email, prepare written and verbal communications and express a basic familiarity and competency in these skills and areas. • This internship opportunity is an opportunity for skills and knowledge development for the intern and for DEQ, as the partnering organization. • DEQ is an equal opportunity employer, and complies with the Americans with Disabilities Act.

Duration and Compensation: This position is being funded through a generous matching grant from DEQ in support of sustainability initiatives at Portland State University. Compensation is \$1,000 for spring term and will end on 6/15/2010. The project will last for 100 hours, with the intern working approximately 10 hours a week for 10 weeks at \$10 per hour. Modifications to this proposed schedule must be agreed upon by the intern, DEQ project supervisor and PSU internship program representative.

Application Qualifications: Desired degree: Bachelor's or Master's or graduate certificate Desired major or concentration: In a field of study related to the duties of the internship (Liberal Arts, Public Administration and Planning, Business, Engineering, Education and other related fields). Minimum GPA: 3.2

Eligibility: This position requires current admission and enrollment in a PSU undergraduate or graduate program at least ½ time. Application Deadline: Open until filled. Review of applications will begin on 3/15/2010. Anticipated start date is April 5, 2010.

PROJECT DESCRIPTIONS (I-IV): I. Public Engagement and Communications Project: This project will research and develop a communications and outreach plan for DEQ's external partners and all Oregonians. The plan will encompass traditional and progressive methods of communication, although not all forms of contemporary communication tools may be available. DEQ is a state regulatory agency, and must abide by certain federal and state requirements for all communications and public outreach. The desired outcome of this project is a communications and outreach plan with targeted messaging on DEQ's sustainability plan, goals and action items for individuals and groups external to the organization.

The intern will be expected to understand and be able to clearly express DEQ's sustainability goals, the structure and intent of its sustainability plan and articulate these items to diverse communities and interested parties. The intern(s) will be expected to engage in other research and analysis tasks as necessary. The intern may interview or correspond with DEQ staff, state and federal agencies, local and national communications and outreach professionals and groups and other individuals and organizations identified through the course of the project.

II. Water and Energy Baseline Measurement This project will research and evaluate DEQ's baseline water and energy uses, and identify ways to measure the uses using a real-time metric or measurement tool. The desired outcome of this project is a recommendations document with supporting data to methods of real-time measurement for water and energy uses at DEQ. The scope of this project could center on DEQ's headquarters office used a demonstration model, and recommendation on how to expand the project to all DEQ offices. The intern will be expected to research current water and energy use at DEQ, opportunities for real-time measurements of their use and engage in other research and analysis tasks as necessary. The intern may interview or correspond with DEQ staff, state and federal agencies, local and national water and energy tracking and measurement groups and other individuals and organizations identified through the course of the project.

III. Waste Streams This project will research and evaluate DEQ's waste streams, and identify ways to reduce and improve the identified waste streams. The desired outcome of this project is a recommendations document with supporting data to indicate areas of potential waste reduction at DEQ. The intern will be expected to research current waste streams at DEQ, opportunities for waste reduction and engage in other research and analysis tasks as necessary. The intern may interview or correspond with DEQ staff, state and federal agencies, local and national waste prevention and reduction groups and other individuals and organizations identified through the course of the project.

IV. Purchasing and Supply Chain This project will research the current purchasing and supply chain material standards and practices used at DEQ, and evaluate options for more sustainable standards and practices. The desired outcome of this project is a targeted and thorough documentation of changes to purchasing standards and supply chain materials used at DEQ that could result in 10 percent of all dollars spent on purchases at DEQ to be from more sustainable sources and for more sustainable products. The intern will be expected to research current purchasing policies and supply chain materials used at DEQ and implemented by the Oregon Department of Administrative Services. As a state agency, DEQ has limitations on what policies and standards can be unilaterally changed, but a large opportunity to collaborate with other state agencies to develop sustainable alternatives for state consideration. The intern may interview or correspond with DEQ staff, purchasing and procurement staff at other state or federal agencies and other individuals and organizations identified in the course of the project.

V. Environmental Justice This project will develop recommendations that respond to the guiding question above, and identify the opportunities and challenges for DEQ to add additional goals and action items for environmental justice into its sustainability plan. The desired outcome of this project is a sound and reliable recommendations document for use by and at DEQ. The intern will be expected to research The Natural Step, its four system conditions, the history and principles of the environmental justice movement, particularly in Oregon, and engage in other research and analysis tasks as necessary. The intern may interview or correspond with DEQ staff, state and federal agencies, local and national environmental justice groups and other individuals and organizations identified through the course of the project. The intern may be asked to identify additional goals, action items and tasks that could further integrate concepts of social equity and environmental justice into DEQ's sustainability plan.

**SAMPLE**