

Title

CEQ 2018 Internship - Direct Apply

Job Description

CEQ Internship Opportunity: The White House Council on Environmental Quality (CEQ) is currently accepting applications for the 2018 year. CEQ oversees implementation of the National Environmental Policy Act (NEPA) and assists in the development of national environmental policies. CEQ interns are typically given a wide range of assignments including conducting research, managing incoming inquiries, attending meetings, and tracking Federal agency projects and actions involving environmental and infrastructure issues, as well as administrative duties as needed. Interns will work closely with staff from across CEQ.

Job Requirements

Requirements: CEQ seeks undergraduate and graduate students, as well as recent graduates who are highly motivated, willing to contribute where needed, and able to exercise professional judgment. In addition, applicants must be U.S. Citizens. There are no curricular requirements for selection; however, CEQ prefers applicants whose coursework or work experience demonstrates an interest in environment, energy, or natural resources issues. CEQ gives preference to applicants who are available to work full-time but also will consider applicants who are seeking a part-time position. Most interns work a typical semester-based schedule, but a position may be customized based on the applicant's availability and project needs. CEQ will work with students who seek school credit for their uncompensated, volunteer service to CEQ.

Note: The White House has a zero-tolerance policy for drug use. You will be required to take a drug test prior to beginning your internship. Failure to pass the drug test will result in your immediate disqualification.

Application

Prepare the materials in the checklist below and combine them into a single PDF file addressed to the CEQ Special Assistant, Katherine Smith. Name the PDF file following our convention: Last Name, First Name – 2018 Spring Internship Application Date Submitted; e.g., "Smith, Jane – 2018 Spring Internship Application 11-01-17." E-mail

the PDF file to internships@ceq.eop.gov, indicating in the e-mail subject line that you are applying for a Spring Internship; e.g., "Spring 2018 Internship Application." CEQ will contact selected applicants to interview. Should you need to hear from CEQ sooner, please advise us of this fact by e-mailing internships@ceq.eop.gov or calling the CEQ mainline at (202) 395-5750 and asking for Katherine Smith.

Document Requirements

1. Application form (see below)
2. Short Essay (see below)
3. Resume (1 page maximum)

The *application form* can be downloaded here:

<https://www.whitehouse.gov/ceq/contact/>

Short Essay

Please attach a short essay (not to exceed 750 words) to your application that addresses all of the following questions. The best applications will incorporate answers to all three questions in one cohesive essay. **Do not exceed the word limit.**

1. Why are you applying to intern with the White House Council on Environmental Quality?
2. What do you hope to gain from a CEQ internship experience?
3. What aspects of your background make you uniquely prepared to work at CEQ?