

FOIA MARKER

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Series/Staff Member: Kathleen (Katie) McGinty
Subseries:

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Internship Program: Interns - Duties Summer 1993

Stack:	Row:	Section:	Shelf:	Position:
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SUMMER INTERN 1993

Things that an intern could do:

Projects

- o intra-office liaison between international and domestic aspects of climate, Agenda 21/CSD, biologi, etc.
- o tracking upcoming international meetings (e.g., who what when where why)
- o briefing materials for visiting environment ministers

Non-projects

- + copying and faxing
- + writing letters and memos
- + making certain phone calls
- + note-taking in meetings
- + light research / summarizing
- + reviewing testimony
- + general follow-up

Ranking of skills that an intern should have:

- 1) writing
- 2) quick thinking
- 3) interpersonal
- 4) international background
- 5) environment background
- 6) research

THE WHITE HOUSE

WASHINGTON

INTERNSHIPS AT THE WHITE HOUSE OFFICE ON
ENVIRONMENTAL POLICY

• **INTERSHIP OPPORTUNITIES**

Interns are an essential part of our staff. Our office is divided into several associate director and special assistant positions who handle various environmental policy areas. Interns work side-by-side with the staff member handling those issues, which include:

Sustainable Development
Toxics, Education and Environmental Justice
Recycled Goods, Procurement and Environmental Technologies
Economics, Energy and Transportation
International Trade
Global Environment
Natural Resources, Parks and Forests
Correspondence and Special Events
Scheduling and Special Projects

Interns are assigned to the staff member for these areas and work side-by-side with the senior staff in a variety of ways. These include:

- attending working groups and meetings with the staffer
- assisting with briefing materials for the Director of our office
- responding to correspondence and phone calls in your policy area
- compiling research on topics as directed
- following agency actions on environmental issues
- keeping office apprised of press and public interest on issues
- attending Congressional hearings in your subject area

- GENERAL OFFICE WORK

One half day a week, interns help out with general office functions of sorting mail, answering phones, and running errands.

- REQUIREMENTS

We seek students, whether undergraduate or graduate, who are committed to working on environmental policy. The work atmosphere in this office is intense, and our interns must be diligent and handle high pressure situations with ease. There are no prerequisites for an internship, other than some class work or work experience in an environmental area.

Candidates available to work full time 5 days a week are preferred. The internship is unpaid. Selection is made three times a year, for summer, fall and spring internships. There is no set date for applications to be due, but several months before the start of a school term is preferable. Our office can arrange for credit from colleges or other institutions.

- APPLYING

Please send a resume highlighting pertinent environmental experience, and a short writing sample to:

INTERNSHIP COORDINATOR
WHITE HOUSE OFFICE ON ENVIRONMENTAL POLICY
ROOM 360
OLD EXECUTIVE OFFICE BUILDING
WASHINGTON, DC 20501