

## **ECOS Intern Winter/Spring 2020**

The Environmental Council of the States (ECOS) seeks an unpaid intern for the winter/spring 2020 academic term to conduct budget research and report writing, and to assist with data verification for [www.ecosresults.org](http://www.ecosresults.org). The intern will have the opportunity to meet and interact with a wide array of state and federal environmental agency staff and leaders.

### **Background**

ECOS is the national non-profit, non-partisan association of state and territorial environmental leaders. The purpose of ECOS is to improve the environmental capabilities of state environmental agencies and their leaders to protect and improve human health and the environment of the United States. To facilitate that, staff work with state environmental directors to champion the role of states, provide for the exchange of ideas, foster cooperation and coordination, and articulate state positions to federal agencies, Congress, and the public.

### **Duties and Responsibilities**

- Work with other ECOS staff to develop a plan for, conduct research to inform, and draft a report on state environmental agency budgets. This report is published every 3-4 years but continues to evolve. The intern will have the opportunity to work with ECOS staff to design this edition of the report.
- Work with other ECOS staff to gather and organize data for the [www.ecosresults.org](http://www.ecosresults.org) website.
- Assist staff in coordinating and holding calls and meetings for various committees and projects.
- Attend outside meetings and events. Report outcomes to other staff and/or ECOS members.
- Write short articles for the weekly ECOS newsletter.

### **Qualifications**

- Completion of at least one year of undergraduate degree program.
- Ability to communicate professionally with people at many levels of government.
- Comfort working with large amounts of data and in spreadsheets.
- Attention to detail.
- Experience with Microsoft Office programs and Google Drive.

### **Applications**

To apply for this internship, send a cover letter and resume to [chanson@ecos.org](mailto:chanson@ecos.org).