



WHITE HOUSE COUNCIL ON ENVIRONMENTAL QUALITY - INTERNSHIP APPLICATION

INSTRUCTIONS

This application form is our opportunity to get to know you and understand why you would like to intern at the Council on Environmental Quality. Any questions regarding this application should be directed to internships@ceq.eop.gov. Before the due date for the desired internship session, please e-mail your completed application to internships@ceq.eop.gov.

PERSONAL INFORMATION

Name (first, middle initial, last): _____

Date of Birth (mm/dd/yy): _____

Place of Birth (City, State or Country for non-US): _____

US Citizen (yes/no/permanent resident)*: _____

Current Address: _____

Current Phone: _____

Permanent Address: _____

Permanent Phone: _____

E-mail address: _____

* US Citizenship is required for internships within the Executive Office of the President

Please select your top three areas of interest. See descriptions attached for information about each office. Please be aware you are not guaranteed to work in one of these areas (1 = First choice, 3 = Third choice):

- _____ Office of the Chief of Staff
- _____ Office of Communications
- _____ Office of Energy & Climate Change
- _____ Office of the Federal Environmental Executive
- _____ Office of the Climate Preparedness
- _____ Office of Land & Water Ecosystems
- _____ Office of Legislative Affairs
- _____ Office of National Environmental Policy Act Oversight
- _____ Office of Public Engagement

Describe yourself in three sentences (no more than 8 words each):

Extra Curricular Activities:



AVAILABILITY INFORMATION

Session applying for* (select one) Summer
Availability: Full Time Part Time (indicate hrs/wk): _____
Earliest start date (mm/dd/yy): _____
Latest ending date (mm/dd/yy): _____

ACADEMIC INFORMATION

Current University/College: _____
Current Major: _____
Expected Month/Year of Graduation: _____

Previous University/College: _____
Previous Major: _____
Degrees held: _____
Date degree awarded (mm/yy): _____

Awards, fellowships, scholarships:

ESSAY QUESTION (not to exceed 750 words)

Please attach one short essay (750 words) to your application that addresses all of the following questions. The best essays will incorporate answers to all three questions in one cohesive paper. 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?

RESUME

Attach a current resume to this application.

REFERENCES

Provide two references (professional or academic) not otherwise named in this application. Include name, phone number, email address, and relationship to you.

- 1.
- 2.

NOTE: Please be aware that 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. You will also be asked about any use of drugs during your security interview. Failure to pass the drug test will result in your immediate disqualification.

* Typical dates for each session: Summer (May – August), Fall (September – December), Spring (January – April).
Deadline for application is February 15th (Summer), June 1st (Fall), October 1st (Spring).

Office of the Chief of Staff:

The office of the Chief of Staff works to support the Chair in her day to day activities; coordinates with the policy, external affairs, and administrative teams to plan and execute her long term priorities; and coordinates with White House and agency colleagues and the public to advance the President's environmental and energy agenda. The Chief of Staff team works with senior staff across CEQ to consolidate and finalize the Chair's daily briefing materials for high level meetings and events, manages and plans the Chair's travel, and maintains her schedule. The office of the Chief of Staff is ultimately responsible for all final materials that will be seen by the Chair, including letters, memoranda, talking points, press releases, and reports. The Chief of Staff team also manages and provides direction for CEQ staff, evaluates human resource needs, balances CEQ's financial needs, and sets priorities and timelines to achieve CEQ's policy goals. These responsibilities require familiarity with all significant policy and external affairs issues that CEQ handles.

Office of Communications

The Communications Office handles all public materials produced by CEQ, and works closely with the Public Engagement and Legislative Affairs teams to coordinate policy initiatives and announcements across the Administration. In this capacity, the Communications team drafts remarks and talking points; press releases and media advisories; and blog posts, web, and social media content. Engaging with the press is a key part of the team's success, and Communications interns provide critical support in the form of media research, briefing materials, and strategic planning.

Office of Energy and Climate Change (E&CC)

The Office of Energy and Climate Change leads policy efforts, often in coordination with other offices in the Executive Office of the President, across a variety of issues, including: 1) Safely and responsibly developing our domestic energy resources; 2) Mitigation of greenhouse gasses and toxic air pollutants; 3) Clean energy R&D, financing, and deployment; 4) Residential, commercial, and industrial energy-efficiency; 5) Electric grid and transmission infrastructure modernization; 6) International affairs; and 7) Fuel economy standards, advanced vehicles, and alternative transportation.

Office of Climate Preparedness

The Office of Climate Preparedness coordinates efforts to increase national preparedness and resilience to the impacts of climate change. The office manages the implementation of climate preparedness and resilience goals in President Obama's Climate Action Plan and Executive Order 13653 on Preparing the United States for the Impacts of Climate Change. The Climate Preparedness team coordinates closely with other offices within the Executive Office of the President, as well as Federal agencies and state, local, and tribal jurisdictions.

Office of the Federal Environmental Executive (OFEE)

The Office of the Federal Environmental Executive is responsible for promoting sustainability and environmental stewardship throughout Federal government operations. OFEE supports agency sustainability efforts with expertise, detailed guidance, workshops, and data collection tools. Its specific focus is the successful implementation of Executive Order 13514 on Federal environmental performance, including achieving goals for Federal greenhouse gas emissions reduction, energy efficiency, high performance buildings, fleet performance, and climate adaptation.

Office of Land & Water Ecosystems

The Office of Land & Water Ecosystems coordinates with multiple federal agencies on the restoration of five freshwater ecosystem initiatives in the Everglades, Chesapeake Bay, Great Lakes, Gulf Coast, and California Bay Delta. The Land & Water team is also responsible for ensuring agencies adhere to the requirements of the Clean Water Act (CWA), as well as advancing nationwide goals for water quality improvement. CEQ helps to ensure public and private lands are productive, sustainable, and accessible for the benefit of human and environmental interests through bodies such as the White House Rural Council and initiatives like America's Great Outdoors. In addition, CEQ co-chairs the National Ocean Council (NOC), which implements the National Ocean Policy

Office of Legislative Affairs

The Office of Legislative Affairs manages all interactions between CEQ and Congress. The Legislative Affairs team fields inquiries from Congress on Obama Administration energy and environmental initiatives, organizes Congressional briefings, and works to prepare the Chair for all Congressional meetings and testimony. The Legislative Affairs team also tracks Congressional hearings and pending legislation pertaining to energy and environmental issues, and works with the Communications and Public Engagement teams to communicate Obama Administration announcements to Congress and the public.

Office of NEPA Oversight

The Office of NEPA Oversight is responsible for the oversight of the National Environmental Policy Act of 1969 (NEPA) as implemented by agencies across the Federal government. NEPA requires that Federal agencies consider the effects of their actions on the quality of the environment. The NEPA Team prepares guidance, reviews applicable legislation, and coordinates various interagency efforts to modernize and reinvigorate NEPA. As a NEPA Team Intern, you will review documents, produce reports, and provide briefings and analysis on various policy and projects related to NEPA and environmental planning processes in general. There will also be opportunities to attend and contribute to meetings with various interagency and stakeholder groups.

Office of Public Engagement

The Office of Public Engagement actively interacts with non-profit organizations, businesses, local governments, and a multitude of other stakeholders as they interface with CEQ. The Public Engagement team is responsible for maintaining relationships with outside organizations and the public both in Washington and around the country. Members of the Public Engagement team will be involved in planning events at the White House like the Champions of Change and Community Leaders Briefings, facilitating interaction with the public while the Chair is on travel, and participating in various meetings at the White House on a wide variety of environmental issues.