



STRATEGIC PLANNING INTERN

Type of Recruitment	Casual Seasonal (Summer Intern)
Pay	\$17/Hour
Agency	DNREC/Waste and Hazardous Substances/Remediation Section
Employment Term	Full-time / 12-weeks
Location(s)	391 Lukens Drive, New Castle, DE 19720

Introduction

The [Delaware Department of Natural Resources and Environmental Control](http://dnrec.delaware.gov) protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities, and educates Delawareans about the environment. The intern is part of the Remediation Section, which protects public health, welfare, and the environment in Delaware by identifying and cleaning up releases of hazardous waste, petroleum, and other hazardous substances in the environment to an acceptable level of human-health and environmental risk, and supporting the continued safe use, re-use or enhanced productive use of remediated properties. For more information, visit the website at dnrec.delaware.gov and connect with @DelawareDNREC on [Facebook](https://www.facebook.com/DelawareDNREC), [Instagram](https://www.instagram.com/DelawareDNREC), X (formerly known as [Twitter](https://twitter.com/DelawareDNREC)) or [LinkedIn](https://www.linkedin.com/company/DelawareDNREC).

Summary Statement:

This position will provide technical assistance with research, data analysis, project management, and support for updating and implementing the Remediation Section's Strategic Plan. This includes but not limited to conducting research and analysis of policies and procedures related to the effective implementation of the Strategic Plan.



Job Duties:

- **Research:** Conducting research to support the implementation of the Strategic Plan.
- **Data Analysis:** Collecting and analyzing data to identify key performance indicators (KPIs) and evaluate the effectiveness of the strategic plan. This may involve using tools like Excel or data visualization software.
- **Documentation:** Assisting in the preparation of reports, presentations, and documentation related to the strategic plan. This includes summarizing findings, creating visual aids, and organizing information in a clear and concise manner.
- **Project Management:** Collaborating with team members to coordinate and track progress on various initiatives and projects related to the strategic plan. This may involve creating project plans, monitoring timelines, and ensuring deliverables are met.
- **Communication:** Assisting in communication efforts by preparing internal and external communications related to the strategic plan. This includes drafting emails and other communication materials to keep stakeholders informed and engaged.
- **Support:** Providing general administrative support to the team, such as scheduling meetings, preparing agendas, and taking meeting minutes. This helps ensure smooth coordination and execution of activities related to the strategic plan.
- **Continuous Improvement:** Actively seeking opportunities to improve the implementation of the strategic plan by suggesting innovative ideas, process enhancements, or efficiency measures.

Job Requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Must be a current college student or recent college graduate.
- Strong verbal and written communication skills.
- Self-motivation and ability to multi-task.
- Experience working independently and as part of a team.



Additional Posting Information:

Please attach a resume with your online application or include a cover letter to provide a detailed description of how your education, training and/or experience meets each job requirement including employer, experience/responsibilities, and dates (month/year) of employment/training.

Schedule:

- The intern will work no more than 37.5 hours per week; varied schedule.
- The intern will work at the office, located in the 391 Lukens Drive, New Castle, DE 19720.
- Casual/Seasonal Employees are not eligible for state plan benefits.

Condition of Hire:

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S. For more information refer to our job seeker resources.

As a condition of hire you must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).



DELAWARE DEPARTMENT OF
**NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

89 Kings Highway
Dover, DE 19901
302-739-9000
dnrec.delaware.gov

Selection Process:

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application, all future correspondence related to your application will be sent via email. Please keep your contact information current.

Accommodations:

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.