



# Environmental Finance Administrative Intern

**Type of Recruitment:** Casual Seasonal (Summer Intern)

**Pay:** \$18.50 per hour

**Agency:** DNREC Office of the Secretary / Environmental Finance

**Employment Term:** Full-time / 12 Weeks

**Location(s):** 97 Commerce Way, Suite 200, Dover, DE 19904

## Introduction

The Delaware Department of Natural Resources and Environmental Control 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 DNREC Environmental Finance Office. For more information, visit the website at <https://dnrec.delaware.gov/environmental-finance/> and connect with @DelawareDNREC on Facebook, Instagram, X (formerly known as Twitter) or LinkedIn.

## Summary Statement

DNREC, Environmental Finance manages the Clean Water State Revolving Fund (CWSRF) as well as financial management of the Drinking Water State Revolving Fund (DWSRF) for Delaware. Environmental Finance is unique as it operates as a Bank, lending funds to Municipalities using grants from the Environmental Protection Agency, State Funds, and Recycled loan repayments for critical water infrastructure needed throughout the state. These water infrastructure loans are then amortized over a 20–30-year period, making large projects affordable for all municipalities and residents.

This position will support Environmental Finance's administrative activities. Responsibilities will include, but are not limited to, organizing both physical and electronic files, assisting with creating templates for Standard Operating

Procedures (SOPs), shadowing other team members to learn more about the CWSRF program, assisting in evaluating the current website along with other existing state's websites for CWSRF programs, as well as researching other CWSRF program marketing and outreach efforts. Through this role, the selected candidate will gain important skills relevant to the administration of various financial activities, organizational practices, and the CWSRF program which will help them become more competitive for future job opportunities while contributing to the overall water quality for the citizens of Delaware.

Through this internship, the successful candidate will receive various benefits, including:

- Hands-on Experience – by actively participating in the day-to-day operations of an organization. Through practical administrative duties, the intern gains a firsthand understanding of how an office functions and how different processes work together to support the organization's mission.
- Skill Development – by engaging in real tasks, such as organizing records, preparing correspondence, supporting meetings, managing data, and assisting with reporting—the intern develops essential workplace skills, including time management, attention to detail, communication, and professionalism. This experience also helps the intern become familiar with office systems, software, and standard procedures that are widely used across many industries.
- Personal Growth - the intern learns how to prioritize tasks, meet deadlines, and adapt to changing needs, all while contributing meaningful support to the team. This practical exposure provides a strong foundation for future roles by helping the intern understand expectations, workplace etiquette, and the value of administrative work in keeping operations running smoothly.

Overall, interning with DNREC can provide a rewarding experience, offering valuable skills, knowledge, and connections that can benefit interns both personally and professionally.

## Job Duties

- Provide general administrative support to the team, including filing, scanning, and organizing electronic and paper records.
- Prepare, format, and proofread correspondence, spreadsheets, and basic reports.
- Create templates for SOPs.
- Support meeting logistics by preparing agendas, taking notes, and organizing meeting materials.
- Compile information from multiple sources to support research efforts of other CWSRF programs.
- Support compliance-related documentation by ensuring files are complete and properly labeled.
- Assist with special projects and ad hoc administrative tasks as assigned.

## 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.
- Willingness to learn new skills.
- Ability to pay attention to details without direct supervision.
- Proficiency in demonstrating clear and effective written and verbal communication skills.
- Detail-oriented, focused, and punctual.
- Ability to work independently and collaboratively in a team.
- Regard for and ability to follow State and Department policies.

## Additional Posting Information

- The position is flexible as to start date and is for a maximum 12-week term.

- The position will not exceed 37.5 hours per week with a regular schedule of 8-4:30 with an hour lunch.
- The intern will work at the office located at 97 Commerce Way, Suite 200, Dover, DE 19904.
- Casual/Seasonal Employees are not eligible for state plan benefits.

### Condition of Hire

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

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

The State of Delaware Executive Branch participates in the Federal E-Verify system. The State will provide the federal government with each new hire's Form I-9 information to confirm that they are authorized to work in the U.S. For more information refer to our job seeker resources.

### Selection Process

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

Once an application has been submitted, all future correspondence related to the application will be sent via email. Please keep 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.