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**BLM-YOUTH CORPS INTERNSHIP PROGRAM**

**BLM STATE OFFICE**

***PUBLIC ROOM INTERN***

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| **BLM Supervising Office:** | BLM Colorado State Office | |
| **Position Title:** | Public Room Intern | |
| **Location:** | Denver Federal Center, Lakewood, CO 80215 | |
| **No. of Positions** | 1 | |
| **PRIMARY HIRING CONTACT** | | |
| **Contact Name:** | Morgan Smith, Human Resources Manager  Western Colorado Conservation Corps  <http://www.wcccpartners.org/blm-internships>  To apply please email resume to:  [msmith@mesapartners.org](mailto:msmith@mesapartners.org)  Please include the position title in the subject line | |
| **Position Description:** | The successful applicant will assist the Records Administrator and Records Manager while serving in the COSO Public Room. This requires assisting the public with selling National Park’s passes, mining claims, permits, and payments, answering public inquiries via telephone on recreational activities, maps, and dockets. Aids in helping grow partnerships for the Public Room.  Office duties will largely consist of answering phones, assisting customers, filing, some limited data entry, report writing, and aiding in other various tasks.  Expected project outcomes includes the youth applicant learning multiple BLM programs and federal processes, policies and laws, and/or sit in on meetings, along with assisting in further growing the Public Rooms programs and impacts for the benefit of the public. | |
| **Minimum Qualifications:** | Applicants must meet the following criteria: Pass a DOI security background check. | |
| **Physical Requirements:** | This internship is performed primarily in an office setting. There are file boxes that often must be lifted (must be able to lift up to 25 lbs.). | |
| **Position Duration:** | 40 hours a week x 26 weeks | |
| **Age Requirement:** | Must be 16 to 30 years old at the start of the internship | *This internship is supported by the Public Land Corps Hiring Authority which requires candidates to be between the ages of 16 and 30.* |
| **Hourly Wage** | $18.00/hour | |
| **Anticipated Start Date:** | Spring 2024 or earlier dependent on candidate’s availability | |