

Disaster Recovery Technical Assistance and Reporting Intern

STEP Internship 2026

Location: Raleigh, NC
Division of Administration

Project/Initiative Objective

1. Work closely with the Deputy Secretary for Infrastructure and Environmental Assistance and WNC Recovery Program team to understand tracking needs for recovery grants
2. Learn grant-writing basics to help communities apply for funding opportunities to support Helene recovery.
3. Research, analyze, and recommend appropriate tools for tracking WNC Recovery Program work and grants database.
4. Develop selected tool(s) and accompanying SOP for maintaining and updating tool(s).

Major Task to be Preformed

Develop a streamlined reporting and tracking process for grant writing, technical assistance, and other work managed under WNC Recovery Grants program to support Helene recovery efforts. Deliverable could be in the form of a dashboard, database, report, or other format based on applicable attributes and intern skills. Reporting mechanism would be used by WNC Recovery Program to track deadlines, applications, funds requested and awarded. An additional tool would be created to track recurring or one-time grant opportunities to include deadlines, funds available, eligibility requirements, and more. The intern would create an SOP for how to use and maintain the tools moving forward. They will then present tool(s) to WNC Recovery team, management, and other Divisions, as appropriate, incorporating feedback and making modifications. This project will also give insight into program management, disaster recovery efforts, public administration at the local and state level, and inter-agency collaboration.

Final Product or Outcome Anticipated

One or more working dashboard(s), database(s), or other reporting mechanism(s) that tracks WNC Recovery Program statistics such as number and amount of applications submitted/awarded, types of projects, communities receiving/requesting assistance (grant writing or technical), recommendations provided to communities, grant opportunities, deadlines, eligibility requirements, etc. A maintenance SOP will accompany each deliverable. Intern will gain data evaluation and analysis skills while providing DEQ's WNC Recovery Program with customized, sustainable tracking and reporting tools.

Desired Knowledge and Skills

Knowledge of data analysis and reporting, Interest in environmental/state government policy, Experience with relevant software such as Excel, Power BI, EBS, etc., Interest in grant writing and management, technical assistance, disaster response and recovery, program and project management, Ability to present to small groups including upper management

Academic Major(s) desired:

Any - Environmental Science, Public Administration, Political Science, Public Policy, Data Analytics

Travel Required

No