Internship Opportunity: SEPA/CCA Data-Entry Intern
Washington State Department of Archaeology & Historic Preservation (DAHP)
Position Title: SEPA/CCA Data-Entry Intern
Location: Olympia, WA (Hybrid options may be available)
Unit: Archaeology: SEPA & CCA Program Areas
Reports To: Archaeology Unit Lead
Compensation: $20 per hours
Duration: 10–12 weeks (flexible)
Hours: 20–40 hours per week

Position Overview

The Washington State Department of Archaeology & Historic Preservation (DAHP) is seeking a motivated and detail-oriented intern to support the agency's State Environmental Policy Act (SEPA) and Climate Commitment Act (CCA) project review. This internship offers hands-on experience with environmental review workflows, digital records retention, and cultural resource compliance. Interns will work closely with professional archaeologists, built-environment specialists, and administrative staff to help ensure timely and accurate processing of project submissions.

Key Responsibilities

- Assist with reviewing, sorting, and categorizing incoming SEPA/CCA project emails using DAHP's standardized color-coded workflow.
- Support routing of projects to the appropriate reviewers, including Built Environment Unit reviewers for projects affecting buildings 45+ years old.
- Enter project data into the WISAARD and Admin Database, including creating new project entries, updating required fields, and uploading documentation.
- Help ensure proper digital records retention by saving emails, attachments, and linked documents according to agency procedures.
- Assist with handling and forwarding public records requests to DAHP's Records Team in compliance with legal timelines.
- Collaborate with SEPA and administrative staff to support spot checks and project status updates.

Learning Outcomes

By the end of this internship, participants will gain:

- Practical experience in state-level environmental and climate commitment review and cultural resource management.
- Familiarity with WISAARD, DAHP's statewide cultural resource database.
- Experience applying records management and retention standards within a government setting.
- Insight into both archaeological and built-environment review processes.
- Enhanced administrative, analytical, and digital-organization skills.

Preferred Qualifications

- Interest in cultural resources, environmental policy, archaeology, history, public administration, or related fields.
- Strong attention to detail and ability to work with digital document systems.

- Excellent communication and organizational skills.
- Ability to manage confidential and sensitive information responsibly.
- Experience with databases or GIS is a plus, but not required.

Work Environment

This internship provides opportunities to collaborate closely with SEPA/CCA reviewers, administrative staff, and built-environment specialists in a professional state-agency setting. Training will be provided for all databases and procedures. Hybrid work arrangements may be possible depending on agency needs.

How to Apply

Please submit the following:

- Resume
- Brief cover letter outlining interest and relevant coursework or experience
- Availability (weekly schedule and desired internship dates)

Send application materials to: Morgan.McLemore@dahp.wa.gov