



Are you interested in a career related to public service, the environment, and/or government operations? If so, the Pollution Liability Insurance Agency (PLIA) may have an opportunity for you to receive on-the-job experience to help you reach your career goals in these areas.

PLIA provides an effective and efficient government funding model to support owners and operators in meeting financial responsibility and environmental cleanup requirements for underground storage tanks. Our agency:

- Reinsures more than 80% of underground petroleum storage tanks (UST).
- Reinsures over 55,000 heating oil tanks.
- Verifies required financial responsibility for Washington State's regulated UST population.
- Provides technical assistance to heating oil tank owners.

POSITION PROFILE

We are searching for a candidate to fill an unpaid internship position to assist in our Heating Oil Insurance program. This position will remain open until filled and allows for a flexible schedule.

The person in this internship position will gain valuable experience in:

- Working with the public sector, other government agencies, and industry stakeholders.
- Understanding the state's cleanup requirements.
- Interpreting various government rules, regulations, and policies.

The person selected for this position will assist Heating Oil Claim Managers with:

- Heating Oil claims processing.
- Outreach and communication.
- Maintaining established filing systems.
- Program policy and rules development.
- Database operation including entry, analysis, querying, and generating reports.

QUALIFICATIONS

- Current student with at least two years of college education.
- Experience using Microsoft Office programs.
- Ability to demonstrate positive and professional interpersonal and communication skills, both orally and in writing.
- Ability to work well independently and in a team setting.
- Ability to maintain strict confidentiality and ethical behavior at all times.
- Focused and flexible, with the ability to be highly productive despite interruptions and multiple projects.

- Solution and results oriented, able to find options and overcome barriers.
- Results-driven, self-starters who share ideas, recommend action and take initiative.

APPLICATION PROCESS

To apply, please submit a current resume and Letter of Interest to:

Cyndy Putscher, Operations Manager
Pollution Liability Insurance Agency
PO Box 40930
Olympia, WA 98504-0930
cyndy.putscher@plia.wa.gov

NOTE: Application materials will be reviewed upon receipt and interviews will be scheduled shortly thereafter. We encourage interested students to apply right away to ensure their applications receive consideration.

For additional information regarding this opportunity, please contact Cyndy Putscher at (800) 822-3905 or cyndy.putscher@plia.wa.gov.