



U.S. ELECTION ASSISTANCE COMMISSION  
633 3rd St. NW, Suite 200  
Washington, DC 20001

### **Position Description**

The U.S. Election Assistance Commission is an independent Commission established by the Help America Vote Act (HAVA) of 2002. The Office of Grants Management (OGM) seeks an intern to support the OGM in its duties and functions during the summer of 2024. The EAC is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the President and confirmed by the U.S. Senate, carry out the mission of the EAC as provided by HAVA and set policy for the Commission.

This internship is a paid position, and incumbents will report to the Grants Director and/or Senior Grants Management Specialist. Duties of the internship include providing administrative support for HAVA formula and discretionary grant programs, supporting agency compliance with federal grants regulations, maintaining up-to-date grants data for reporting to Congressional and external stakeholders, drafting email correspondence to grantees, organizing historical grants data and files, participating in grants team meetings, and additional ad-hoc research and ad projects as assigned. The intern will also perform other duties as assigned by the Grants Director and/or Senior Grants Management Specialist.

### **Qualifications**

**Education:** Candidates must have successfully completed at least one year of an accredited undergraduate program by May 31, 2024. Applicants with a record of excellence in academic achievement, superior writing skills, strong analytical skills, and exceptional communication abilities are encouraged to apply.

**Technical Qualifications:** Candidates should have strong attention to detail and organizational skills and be able to complete assigned projects reliably and efficiently. The ability to handle multiple tasks simultaneously and learn on the job is required. Candidates should also have a strong work ethic, good interpersonal skills, excellent research and writing abilities, and an interest in public service.

**Candidate Evaluation:** Candidates will be evaluated for the intern position based on how well the applicant meets the qualifications listed above. Additionally, the EAC will assess qualified applicants by comparing each candidate's qualifications to those pertinent to the position. The EAC will consider relevant skills and experience, as well as applicable education and training. The EAC strongly recommends that candidates describe concisely in their application materials detailed information to support their qualifications for the position.

**Required Documents:** The following documents are required and must be received by the closing date of this announcement:



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1. A cover letter and complete resume.
2. An unofficial transcript demonstrating completion of at least one year of an accredited undergraduate program recognized by the U.S. Department of Education.
3. Contact information for two references.

### **How to Apply**

Please submit your resume and other application materials as required to [resumes@eac.gov](mailto:resumes@eac.gov) by no later than May 15, 2024, to ensure consideration. Only complete applications will be considered, and early applications are encouraged.