



U.S. ELECTION ASSISTANCE COMMISSION
OFFICE OF THE EXECUTIVE DIRECTOR
633 3rd Street NW, Suite 200
Washington, DC 20001

Project Intern

U.S. ELECTION ASSISTANCE COMMISSION

The US Election Assistance Commission (EAC) is an independent bipartisan agency created by the Help America Vote Act of 2002 (HAVA). It assists and guides states and local election administrators in improving the administration of elections for Federal office.

The EAC provides guidance and technical assistance by dispersing Federal funds to states for replacement of voting systems and for election administration improvements, adopting voluntary voting system guidelines, and serving as a national clearinghouse and resource of information regarding election administration.

DUTIES AND RESPONSIBILITIES

EAC is seeking several interns to perform a variety of activities in all areas of its operations:

Communications
Research
Finance
Voting System Testing
Administration
Information Technology

The internship may entail compilation of data/information, research, analysis, review of materials, notetaking for senior level meetings, development of action plans, project planning, events planning, database management, communications activities, or a combination of any of these duties.

Ideally, the intern will work on a 3-month program assignment, and the appointment may be extended upon mutual agreement.

QUALIFICATION REQUIREMENTS

To apply you must be:

- A U.S. Citizen;
- Currently enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time academic course load in an accredited graduate or professional school; and
- In good standing with an accredited institution.



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Successful candidates will possess strong research, writing, and oral communication skills; experience operating various online forms of communication (webinars, websites, social media, etc.); be organized, detail-oriented, and self motivated; and demonstrate a willingness to be diplomatic, flexible and creative in addressing challenges. A background in public administration or an interest in elections will be a plus.

You may be required to go through a background investigation commensurate with your internship responsibilities.

COMPENSATION

\$15 per hour

HOW TO APPLY

Interested candidates must submit their resume with a cover letter and references by email to resumes@eac.gov. Although there is no closing date, interested applicants should submit their application materials as soon as possible for consideration. Interviews are anticipated to take place in late April/early May.

Please send application materials to resumes@eac.gov. Any questions, please email Robin Sargent, rsargent@eac.gov.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.