



U.S. Election Assistance Commission
633 3rd St. NW, Suite 200
Washington, DC 20001

Position Description

The U.S. Election Assistance Commission (EAC) is an independent Commission established by the Help America Vote Act (HAVA) of 2002. The Clearinghouse Division seeks an intern to support the Division 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 staff of the Clearinghouse Division. Duties of the internship include conducting ad hoc research on matters pertaining to election administration. Additional responsibilities include drafting resources for local and state election officials, internal memoranda for EAC staff, and materials for the public. The intern will also perform other duties as assigned by the Clearinghouse Division.

Qualifications

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

Technical Qualifications: Candidates should have strong communication and organizational skills and be able to perform requested research using numerous sources as applicable. The ability to handle multiple tasks simultaneously and complete projects under tight deadlines is required. Candidates should also exhibit notable academic credentials, 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:

1. A complete Resume.
2. An SF-50, if currently or previously a federal employee.
3. A writing sample not to exceed 10 pages.
4. Unofficial transcript demonstrating completion of at least one year of collegiate study at an accredited institution recognized by the U.S. Department of Education.
5. Contact information for two references.

How to Apply

Please submit a resume, unofficial transcripts with current coursework, and other materials as required to resumes@eac.gov by no later than May 31, 2024, to ensure consideration. Only complete applications will be considered, and early applications are encouraged.