

Award Oversight Intern

Department of the Chief Operating Officer
Office of Accountability and Oversight

ABOUT THE AGENCY:

The Corporation for National and Community Service is the federal agency that helps more than 5 million Americans improve the lives of their fellow citizens through service. Working hand in hand with local partners, we tap the ingenuity and can-do spirit of the American people to tackle some of the most pressing challenges facing our nation.

We invest in thousands of nonprofit and faith-based groups that are making a difference across the country. We are AmeriCorps, Senior Corps, the Social Innovation Fund, the Volunteer Generation Fund, and more. We serve, we build, and we make an impact that changes lives and communities. For more information, visit www.nationalservice.gov.

The overall mission of the **Office of Accountability and Oversight** within CNCS is to facilitate the implementation of the CNCS Integrity Framework. The Framework is CNCS' statement which articulates a structured and disciplined management approach which encompasses all of CNCS' operations.

The **Office of Accountability and Oversight** is seeking an Award Oversight Intern to assist in various Accountability and Oversight projects designed to strengthen oversight of CNCS grant recipients and ensure CNCS policies, procedures, and support structures provide the critical tools and guidance necessary to facilitate a high quality, comprehensive, and consistent approach to monitoring federal assistance awards (e.g., grants, cooperative agreements, sponsor agreements) within CNCS. The incumbent may have the opportunity to assist with various Enterprise Risk Management projects. This is an excellent opportunity to gain exposure to Grant Oversight and Enterprise Risk Management in an applied setting.

DUTIES AND RESPONSIBILITIES

- Administrative duties and Responsibilities
- Generate and post monitoring data reports
- Data collection and analysis
- Attend and assist with bi-weekly monitoring workgroup meetings
- Assist with Monitoring and Assessments Procedures development
- Develop/update diagrams, charts, and presentation slides supporting monitoring process
- Website updates (posting)
- Coordinate internally with staff from other CNCS offices
- Assist Office of Accountability and Oversight staff in a variety of basic/routine tasks, actions, correspondence and other related office or program support.
- Special Projects as assigned

Incumbent receives intensive on-the-job training in order to increase familiarity with governing policies, procedures, and regulations.

COMPETENCIES AND QUALIFICATIONS

- Problem Solving - Identifies problems; determines accuracy and relevance of information
- Oral and Written Communication - Listens effectively: clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Accounting majors preferred.

Location: 1201 New York Avenue, NW Washington, DC
Metro Accessible (Metro Center/McPherson Square)

Supervisory controls: Reports to the Director, Office of Accountability and Oversight.

Term of Internship: Approximately 16 weeks; May 18, 2015 – August 2015

Salary: \$16.00/hour

Transit Benefit: Interns may be eligible for a commuter benefit.

Application Process: Please send your resume and a cover letter to Denise Giles Yeager, Intern Program Coordinator at dyeager@cns.gov by **April 24, 2015**. Indicate Award Oversight Intern in the subject line.