

IRS Exempt Organizations (EO) Student Volunteer Summer Program for Graduate Students

The EO graduate student summer volunteer program is an exciting opportunity to learn – on the inside – about the federal tax code and the projects and programs the IRS uses to promote education and enforce compliance among tax-exempt organizations nationwide.

Openings

- Work with tax professionals in the IRS office of Exempt Organizations (EO)
 - EO Rulings & Agreements (R & A) is responsible for approving requests for tax-exempt status, issuing private letter rulings on complex tax questions and fulfilling voluntary compliance requests. R&A often works closely with EO Examinations – the audit people – on research projects and compliance programs.
 - Customer Education & Outreach (CE&O) develops and carries out the strategic direction of EO's nationwide education and outreach programs to help tax-exempt organizations understand and comply with their obligations under the tax code.

Requirements

- Graduate students in a degree or certificate program
- Concentration or interest in nonprofit management or policy preferred
- Proficient in Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Strong writing and research skills

Other Details

- 15-20 hours a week
- Unpaid, with the opportunity for school credit
- Located in new offices at 999 North Capitol Street, near Union Station, in Washington, DC. EO's area neighbors include CNN, the U.S. Securities and Exchange Commission and the Administrative Office of the U.S. courts
- Close to metro stops

To Apply

- Submit application packet by **Friday, April 5, 2013**
 - Cover letter
 - Resume
 - Application form
 - Letter of recommendation from current or former professor or supervisor
- Email to tege.eo.ceo@irs.gov

Questions? Contact Pilar Jarrin at pilar.jarrin@irs.gov