

# IRS Exempt Organizations (EO) Summer 2011 Internship Program For Graduate Students

The IRS EO graduate student internship program will broaden our reach to interact with a new generation of nonprofit leaders. EO hopes to gain a better understanding of current nonprofit education, while offering students the chance to deepen their knowledge base and become familiar with federal tax code for exempt organizations.

## Responsibilities

- Work with either the Rulings & Agreements (R&A) or Customer Education & Outreach (CE&O) division
  - R&A is responsible for up-front, customer-initiated activities such as determination applications, private letter ruling requests and voluntary compliance requests
  - CE&O develops the strategic direction of the nationwide education and outreach programs for EO customers

## 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 at 1750 Pennsylvania Avenue NW in Washington, DC
- Close to both Farragut West and Farragut North metro stops

## To Apply

- Submit application packet by ***Friday, April 15, 2011***
  - Cover letter
  - Resume
  - Application form
  - Recommendation form
- Email to [tege.eo.ceo@irs.gov](mailto:tege.eo.ceo@irs.gov)

**Questions? Contact Pilar Jarrin at [pilar.jarrin@irs.gov](mailto:pilar.jarrin@irs.gov)**