Want to Help Save the Environment? Join Us and Make a Difference!

VIRTUAL STUDENT FEDERAL SERVICE

VSFS

Project Title	Want to Help Save the Environment? Join Us and Make a Difference!
Project Summary	Protect human health and the environment by supporting superior financial management and performance results.
Country	United States

Project Description

This internship with the U.S. Environmental Protection Agency's Office of the Chief Financial Officer affords a high visibility, fast-paced environment and a unique view of the agency. Duties include: 1) Provide staff support, analysis, and advice to the Deputy Chief Financial Officer, Associate Chief Financial Officer, and Chief of Staff; 2) Research, prepare, and/or review briefing documents, talking points, correspondence and other materials on behalf of the DCFO, ACFO and COS; 3) Play a key role in establishing new concepts and criteria and stimulate the development of novel approaches to meet changing organizational and agency needs; 4) Support projects to ensure tangible, meaningful business process improvements are achieved; and 5) Utilize common software programs and skills to support OCFO's work.

Required Skills or Interests

Skill(s)
Data analysis
Editing and proofreading
Research
Writing

Additional Information

To learn more about OCFO at EPA, please refer to: https://www.epa.gov/aboutepa/about-office-chief-financial-officer-ocfo.

Language Requirements

None