

## ***Graduate / Undergraduate Consulting Internship***

### ***Position Description***

***Closing Date: July 28, 2023***

<b>Position Title</b>	Consulting Intern
<b>Primary Work Location</b>	Cleveland, Ohio
<b>Compensation Range</b>	\$20 - \$30 Per Hour
<b>Approximate Hours Per Week (Summer)</b>	24
<b>Approximate Hours Per Week (Fall/Winter/Spring)</b>	12
<b>Employment Status</b>	Employee
<b>Classification</b>	Non-Exempt
<b># of Open Positions</b>	2

### ***About ENJ***

Emy Neuman-Javornik PLLC (ENJ) is a certified woman-owned small business dedicated to serving the public sector – specifically governmental agencies and non-profit organizations. Having recently celebrated its fifth anniversary, the firm provides services to clients domestically and internationally. Its areas of specialization include: federal grant and contract management, asset management, public financial management, business operations, audit and audit readiness, and process optimization. This dynamic and challenging work includes providing governments with management and operational support as they implement projects funded by the American Rescue Plan Act (ARPA).

### ***About the Position***

ENJ is seeking to hire two (2) interns who will function during the summer months and have the option of continuing during the school year. During the course of the internship, each individual will have an opportunity to work with multiple ENJ clients but will primarily be assigned to work on a large government client in Cleveland, Ohio. ENJ is providing a variety of services to this client, including organizational structure analysis, regulatory compliance consulting, assistance with the development and implementation of contracts, training delivery, and technical assistance to internal and external parties.

This internship will allow you to interact with personnel on both the financial management side of engagements as well as program managers. You will also be able to obtain real world experience, develop relationships with government staff, and collaborate with community developers and non-profit

organizations. Interns can expect to work 15 to 20 hours per week during summer and semester breaks and 10 to 15 hours depending on schedules.

### ***Description of the Work and Work Environment***

The selected intern will work in a hybrid environment with scheduling dependent upon client requests, federal deadlines, training needs, and ENJ's other needs and commitments as well as the intern's personal and school schedules. Throughout the internship, the intern will report administratively to Ms. Emy Neuman-Javornik. With regard to project responsibilities, the intern's activities will be overseen and directed by the assigned project manager.

During the course of the internship, the intern may expect to perform the following types of tasks (not all-inclusive) under the direction of ENJ professionals:

- Conduct regulatory, financial, and performance analyses using quantitative (e.g., testing or data analysis) and qualitative methods (e.g., surveys) of various projects and programs and communicate results in oral and written formats;
- Conduct risk assessments of various organizations using various resources, including financial statements, audit reports, media reports, and information gleaned from interviews and review of documentation provided by clients and relevant organizations;
- Review and apply applicable provisions of the American Rescue Plan Act, federal program guidance, applicable ordinances and resolutions, and other relevant laws, rules, and regulations (e.g., the Davis Bacon Act as codified in the Code of the Federal Regulations);
- Document testing, analyses, and research in working papers;
- Assist with market research and business development activities; and
- Coordinate and attend community, internal, and project meetings and serve as a note taker and initial reviewer of requested documents.

### ***Position Qualifications***

Applicants must meet the following minimum qualifications in order to be considered for the internship:

- Currently enrolled in a degree-seeking program at an accredited college or university;
- Must either currently possess a Bachelor's Degree from an accredited college or university in one of the following fields or be enrolled in a program with a major in one of the following fields: Public Affairs/Administration, Finance, Economics, City and Regional Planning, Community Development, or other directly related field of study;
- Have achieved at least the Junior classification in academic status;
- Adequate professional writing and verbal communication skills;
- Familiarity with American Government and differences between federal, state, and local government roles through coursework, volunteerism, or other activity;
- Proficient in the use of Microsoft Word, Excel, and PowerPoint;
- Able to travel to and perform work on-site in Cleveland, Ohio, with 48 hours' notice;
- Be legally eligible to work in the United States of America; and
- Not require sponsorship in order to work in the United States of America.

### ***Application Submission***

Please submit the following items via email to Ms. Emy Neuman-Javornik at [eneuman@enjpllc.com](mailto:eneuman@enjpllc.com) on or before July 28, 2023:

- Cover letter (2 pages maximum) discussing why the candidate is interested in the position and describing directly relevant experience (paid or unpaid);
- Writing sample from a relevant course (maximum 20 pages); and
- Transcript (unofficial is acceptable).