



ROCKY MOUNTAIN YOUTH CORPS Financial Assistance Technician Intern

Partner Agency: Bureau of Land Management – State Office

Positions Available: 1

Location: Lakewood, CO

Session Dates: Exact dates are TBD based on candidate availability. Maximum of 800 hours to be completed by 8/28. Possibility of extension, funding dependent.

Wage: \$16.75/hour

Program Overview:

Position will report to the Lead Grant Management Officer of the Federal Financial Assistance Program at the Colorado State Office of the Bureau of Land Management (BLM). The position will assist with managing cooperative agreements with a variety of recipient organizations. The intern will assist with announcement, award, administration, monitoring, and closeout of routine Federal financial assistance (grants agreements and/or cooperative agreements) actions.

The position works in established policies and procedures to complete a wide variety of administrative tasks (e.g., performing pre-award surveys, past performance reference checks). The intern works within established policies and procedures to complete a wide variety of administrative tasks (e.g., constructing new agreement files, monitoring financial transactions, reviewing agreement files for completeness against established indexes and checklists, etc.). The intern will assist with maintaining Program Officer (PO) lists and notify POs when certification is ready to expire.

The intern coordinates the closeout process, including sending pre-close out letters and associated records and paperwork. The intern will assist with preparing records for archival. Follow-up duties include communication and coordination with recipients and applicants to resolve late reporting, change in personnel, and other administrative issues. This position performs a full range of administrative functions in support of the Financial Assistance Program with continuing responsibilities for ensuring that the daily operational functions are carried out as efficiently and effectively as possible.

General Qualifications:

Knowledge and skill sufficient to establish and maintain effective working relationships with managers, Federal agencies, local entities, and public interest groups. Ability to communicate effectively with others, both orally and in writing, in working out solutions to problems or questions relating to work. Ability to gather facts and use effective, analytical, and evaluative methods to accurately assess information and make sound decisions. Working knowledge of data management and computer operations, such as Microsoft Office (Word, Excel, Powerpoint).

Successful completion of business, accounting, natural resources management, or nonprofit management related courses is helpful but not required.

Physical Requirements:

The work is primarily sedentary, with infrequent periods of walking and bending. Work is performed primarily within the office. The incumbent may be required to perform onsite inspections as needed. Must adhere to all safety rules and regulations and prescribed in manuals/supplements or by the designated Safety Office.

Requirements:

- High School Diploma or Higher desired but not required.
- U.S. Citizenship or permission to work in the US
- This position is supported by the Public Lands Hiring Authority which requires candidates to be between the ages of 16 to 30.
- Pre-service background screening required including FBI background check

This position is classified as Temporary Regular Non-Exempt and is a seasonal position with no benefits.

Rocky Mountain Youth Corps is an Equal Opportunity Employer. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, ethnicity, national origin, disability, age, sex, political affiliation, or religion.

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Signature

Member Name

Date