

Paid Internship
Management and Budget Consulting, PFM Group Consulting
Location: New Orleans, Louisiana

ABOUT PFM

Public Financial Management (PFM) is the nation's leading provider of independent financial advisory services to state and local governments.

PFM's Management and Budget Consulting practice (PFM Group Consulting) helps state and local governments across the nation tackle some of their toughest fiscal and operational challenges. In just the last few years, PFM Group Consulting has led the following high-profile projects at the cutting edge of state and local government:

- Directing the National Resource Network, a multi-year, federally funded initiative to provide a wide range of direct assistance to help turn around economically challenged local governments (www.nationalresourcenetwork.org);
- Providing expert technical assistance to the City of New Orleans on issues ranging from the development of the City budget to reforms in the criminal justice system;
- Creating and helping to implement comprehensive ten-year financial plans for the City of Baltimore and the City of Providence;
- Developing a child welfare policy and procedure manual for Los Angeles County;
- Implementing a consensus approach to public pension reform in both Chattanooga, Tennessee and Lexington, Kentucky;
- Delivering budget and operational support to fiscally distressed school districts in the Commonwealth of Pennsylvania.

More information about our group and PFM can be found at <https://www.pfm.com/what-we-do/consulting>.

POSITION DESCRIPTION

PFM is currently recruiting Interns to provide administrative and research support. This is an excellent opportunity to learn about state and local government while gaining private sector professional experience.

Responsibilities may include:

- Conducting basic research and benchmarking for projects
- Assisting in preparation of presentations, reports, spreadsheets, proposals, budget models, contracts, and other work products (Word, Excel, PowerPoint, Adobe Acrobat)
- Developing short case studies and other marketing materials
- Scheduling meetings and managing travel itineraries including flights, hotels, and car rentals
- Assisting managers with expense forms and timesheets

Internships are on a per-semester basis but can be renewed if both parties agree.

SKILL/EXPERIENCE REQUIREMENTS

The ideal candidate would have:

- A minimum of two years of undergraduate classes (desired GPA of 3.25 or above).
- Demonstrated interest in public policy or government, as evidenced by prior experience, internships, volunteer activity or relevant academic coursework
- Strong writing ability and public presentation skills, with some experience in basic graphic design preferred
- Proficiency in Word, Excel and PowerPoint and generally technologically savvy
- Strong work ethic, exceptional attention to detail and the ability to work with limited supervision

COMPENSATION

Internship positions are part time (between 15 - 20 hours per week). A specific schedule will be negotiated at the start of the internship. Compensation is \$16-\$20 per hour depending on experience. The internship is located at PFM's office in the New Orleans CBD.

TO APPLY

Interested students should submit a resume and one-page cover letter online by January 31, 2018 to Monique LeBlanc at leblancmo@pfm.com.

PFM is an Equal Opportunity Employer (M/F/D/V).