House Vacancy Announcement and Placement Service (HVAPS)
Career Connector Job ID #10652

Description
MEM-603-19

ABOUT THE DISTRICT OFFICE: The District Office of Congresswoman Eleanor Holmes Norton is seeking motivated and hard-working college students for our Spring 2020 internship program. Interns will gain valuable work experience in a fast-paced, community-based congressional office. If you are an undergraduate student who is passionate about public policy, the District of Columbia and serving its constituents, our internship program offers a unique opportunity for growth, learning and community involvement in meaningful work. We are looking for people who are dependable, professional and who enjoy contributing to rewarding public service work.

QUALIFICATIONS: Applicants must be highly motivated, detail-oriented, quick-thinkers who can provide innovative solutions. Applicants should have excellent oral and written communication skills, work well in a team environment, be hardworking, responsible, dependable, flexible and eager to learn.

JOB DESCRIPTION: Interns are expected to carry out any task assigned to them. Tasks may include but are not limited to the following: community engagement including telephone and online outreach, event planning, flyer distribution, photocopying, data entry, project management, and helping in administrative tasks to maintain the efficient day-to-day operations of an active community facing Congressional district office. Interns will also have the opportunity to attend hearings on Capitol Hill, briefings on pertinent subject matter and attend talks by Hill staff.

Each intern will receive a stipend. Interns must be willing to commit to a minimum of 20 hours per week and available to occasionally attend events on some evenings and weekends. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

If interested, please send a resume, cover letter, and writing sample to Norton.Interns@mail.house.gov

For more information on Congresswoman Eleanor Holmes Norton, please visit her website at https://norton.house.gov

Location: Washington, District of Columbia United States

How to Apply
If interested, please send a resume, cover letter, and writing sample to Norton.Interns@mail.house.gov