Office of Congressman Trone  
Spring 2020 Paid Internship  
Career Connector Job ID #11059

Description  
The Office of Congressman Trone is currently seeking qualified candidates for their Spring 2020 Internship Program in the Gaithersburg, Hagerstown, and Cumberland district offices. This internship runs from January to May.

Ideal candidates will be professional, motivated, dependable, a team player, and be able to show strong written and verbal communication skills. District office interns will have the opportunity to see how legislation directly affects constituents through constituent services. In addition to general office duties, responsibilities include, but are not limited to interacting with constituents over the phone and email, drafting correspondence to constituents and federal agencies, attending community events, meetings, and briefings, etc.

Internship hours are flexible to accommodate students' course schedules, but generally run 9:00 am to 5:00 pm and participants in the internship program must be available to work 20-40 hours per week.

This position provides an opportunity to be part of a hard-working cohesive team, to make a difference in the lives of others, and to increase one’s understanding of the operations of government agencies and the U.S. Congress.

Location: Gaithersburg, Maryland United States  
 Desired Class Level(s): Junior  
 Work Authorization: US Citizen or US National  
 Approximate Hours Per Week: 20-40

To Apply  
All interested applicants must apply on our website to be considered for an internship in our office. https://trone.house.gov/services/internships