

## ***Intern Job Description***

**District Intern** (Scranton, Pottsville, Easton)

### **Overview:**

Mainly specializing in constituent outreach, the District Office Internship provides an excellent opportunity for students to learn about the in-district responsibilities of a Member of Congress. Equally important as the office in Washington, DC, the District Office Intern will have the opportunity to meet and work with the people who elect the Congressman and call on him to act on their behalf in Congress. From casework with federal agencies to town hall meetings, district interns will learn how government agencies are structured and operate to serve the people and interact with the diverse constituents that make up Pennsylvania's 17th Congressional District.

### **Responsibilities:**

Interns will be responsible for providing office coverage, answering phones to address constituent concerns, writing letters, and conducting basic research. They will also participate in office outreach and casework as needed. Interns are expected to be flexible and willing to assist with any special projects that may arise during their tenure.

### **Time Commitment:**

Internships run throughout the fall, spring, or summer. All internships are unpaid, but students will gain invaluable work experience. The hours may be full or part-time contingent on the student's schedule.

### **Qualifications:**

High Proficiency in Microsoft Office Programs (Word, Excel, etc.)

Excellent oral, written, and communication skills

High proficiency in internet research

Interest in politics, government affairs

Please send a resume and cover letter directed to Tammy Aita ([tammy.aita@mail.house.gov](mailto:tammy.aita@mail.house.gov)) and Bob Morgan ([bob.morgan@mail.house.gov](mailto:bob.morgan@mail.house.gov)).