



CONGRESSWOMAN GRACE F. NAPOLITANO

DISTRICT OFFICE INTERNSHIP OPPORTUNITY

The Congressional District Office Internship Program provides a unique opportunity to learn more about the legislative process. Although internships are **unpaid**, interns will be able to learn about vital community organizations and develop a better understanding of the Federal, State and local governments while providing important constituent services to the residents in the 38th district.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a congressional intern will include but are not limited to various office tasks; including answering phones, assisting constituents, sorting mail, research legislation, writing and data entry, assisting staff on special projects and attending events with the Congresswoman and/or staff.

QUALIFICATIONS

The internship is open to all College and High school students who are detail-oriented and motivated. Applicants should also possess an ability to prioritize, multi-task under tight deadlines, work well with others, and maintain a positive attitude at all times. Bilingual speakers are encouraged to apply. The hours are very flexible and can be arranged during Monday through Friday from 9:00 a.m. to 5:00 p.m. with an occasional Saturday for special events.

INTERNSHIP SESSIONS

SPRING SESSION: FEBRUARY THROUGH THE END OF APRIL
SUMMER SESSION: JUNE THROUGH THE END OF AUGUST
FALL SESSION: SEPTEMBER THROUGH THE END OF NOVEMBER

HOW TO APPLY

Please send a resume and cover letter to:

Congresswoman Grace F. Napolitano
ATTN: Phylp Bardowell
Internship Position
11627 E. Telegraph Rd Suite 100
Santa Fe Springs, CA 90670

Please indicate which session you are applying for on your cover letter. To be considered for an interview your resume must be received at least three weeks prior to the start of your preferred session.

If you have any questions please call Phylp Bardowell at 562-801-2134