



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 32nd 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 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 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: MAY THROUGH THE END OF JULY

FALL SESSION: SEPTEMBER THROUGH THE END OF NOVEMBER

HOW TO APPLY

Please send a resume and cover letter to:

phylyp.bardowell@mail.house.gov

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 two weeks** prior to the start of your preferred session.

If you have any questions please call Phylyp Bardowell at 626-350-0150