



TITLE: Congressional Intern

Application Due: Friday, April 11, 2014

REPORTS TO: Intern Coordinator

Thank you for your interest in the Second Congressional District Summer Internship Program. This is a place where you will grow and develop your professional skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, and technical. You will learn how to properly respond to constituent requests and the principals involved in researching legislation for a Congressional office. You will also learn and understand the logistics and components of event planning in a government setting.

QUALIFICATIONS:

- 8-10 week availability
- College Junior or Senior
- preferably bilingual in Spanish

KNOWLEDGE OF:

- Illinois' 2nd Congressional District
- branches of the government and basic governmental functions
- Microsoft Office Suite, including Word, Excel and PowerPoint

SKILLS:

- excellent oral and written communication
- ability to work cooperatively and courteously with others
- good organizational skills
- responsible, dependable and willing to learn
- professional telephone manner
- thoroughness and careful attention to detail
- developing and maintaining effective working relationships with those contacted in the course of the work
- maintaining accurate records and files
- exceptional research skills
- basic business data processing principles
- ability to perform job duties listed below

CORE RESPONSIBILITIES:

- performs research (CRS, the Library of Congress, or other available resources)
- performs data entry, (logging in letters and constituent requests, including names and addresses of constituents)
- greets visitors and signs for deliveries
- answers the telephones
- notes constituent opinions, including their full names, addresses, and all relevant information
- enters and retrieves data from an on-line computer system
- logs all incoming and outgoing mail and telephone calls relating to casework
- sorts and distributes mail
- handles casework assignments
- writes letters to constituents
- attends committee meetings, conferences, and seminars
- performs other duties as assigned by the Intern Supervisor and other staff when required

For more information on the Illinois 2nd Congressional District internships contact Alan Banks at (708) 679-0078 or alan.banks@mail.house.gov.