DISTRICT OFFICE INTERN JOB DESCRIPTION

Overview: This internship provides an introduction into the varied duties and responsibilities of a Congressional district office. The primary role of the district office is to assist constituents with Federal agencies. The staff intern must have an interest in helping others with a wide variety of issues.

Level of Responsibility: Report to the Internship Coordinator

Specific Duties and Responsibilities, including, but not be limited to:
- Answer incoming constituent phone calls
- Assist with data entry into the office database
- Aid in planning office events for constituents
- Attend meetings and events outside the office with the Community Relations Coordinator and Congressman Gonzalez
- Help district office staff with research and casework
- Draft correspondence to constituents

Qualifications:
- Currently enrolled in an associates or bachelor degree program
- Excellent oral and written communication skills
- Experience with Microsoft Office programs
- Ability to multi-task, prioritize

Evaluation Procedure:
Evaluation is ongoing. Weekly communication between the district office staff and intern steers activities in appropriate directions and allows for alterations if the interests of the intern or the staff change. At the conclusion of the internship, the supervisor will prepare a formal written evaluation of the intern’s work, experience, and overall contribution to the Congressman’s office. In addition, the intern has an opportunity to evaluate the internship experience.

Contact Me:
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