Congresswoman Marcia L. Fudge offers college juniors and seniors and recent graduates an opportunity to experience a firsthand glimpse into the daily proceedings of a United States Congressional District Office. Interns are an integral part of our success. We welcome diversity in Ohio’s Eleventh District Office. In the busy atmosphere of a Congressional office, it is important that interns conduct themselves in a mature, professional manner; are well-organized and able to take initiative, follow instructions, perform well under pressure; and work well as part of a team.

Duties / Skills and Characteristics Include:

- Answer Phones
- Handle mail
- Scan documents, organize files, and create labels
- Assist with the creation of proclamations and special District related projects
- Casework
- Clerical assignments
- Extremely strong interpersonal skills
- Professional phone etiquette
- Attention to detail
- Strong computer skills
- Ability to work as a team and independently is a must
- Ability to work efficiently and effectively meet deadlines
- Strong writing skills
- Computer Research Skills
- Highly Motivated
- Shadow staffers
- Assist in event planning
- Inventory supplies
- Data Entry
- Assist Staff
- Other related duties

All interested parties, please contact Danielle Williams or Esther Kelsch @ 216-522-4900 or send an email to danielle.williams@mail.house.gov or esther.kelsch@mail.house.gov respectively.