

United States House of Representatives

COMMITTEE JOB PROFILE: KEYS TO SUCCESS

INTERN

KEY SUMMARY

Interns have an incredible opportunity to gain excellent work experience and contribute to successful operations of a congressional committee. Interns provide support with a variety of committee activities, including, but not limited to, administrative and logistical support for hearings, business meetings, and mark-ups; assisting the committee's communications team with media relations activities; and conducting legislative research for policy issues within the committee's jurisdiction. Interns are allowed to work for a maximum of 120 days per year. Additional guidance on the House Paid Internship Program can be found on the [Committee on House Administration's website](#).

KEY DUTIES

- Provides administrative and logistical support to ensure Committee hearings, business meetings, and mark-ups are run in an efficient and effective manner.
- Serves as an initial point of contact for visitors who have business with the committee and its staff.
- Answers phone calls and routes mail and other messages to appropriate committee staff for further action.
- Supports the communications team to draft and proofread written materials.
- Assists with social media posts and communication outreach to connect with target audiences.
- Monitors social media platforms to stay abreast of current events and relevant legislative news.
- Partners with the committee staff to prepare stakeholder inquiries on oversight and policy issue areas within the committee's jurisdiction.
- Performs research on issues or topics related to public law, regulation, and legislation.
- Attends meetings with stakeholders and assists the legislative staff prepare for hearings and mark-ups.