

United States House of Representatives

MEMBER OFFICE 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 Member office. Whether they are working in Washington, D.C., or in a district office, Interns can support a variety of areas in a Member's office (e.g., constituent relations and communications). 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 a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs.
- Handles incoming calls with poise, professionalism, and promptness.
- Assists Member and key staff (e.g., Staff Assistant, Scheduler, Chief of Staff) with logistical and administrative duties.
- Receives and logs input from constituents on policy matters for the Member office's consideration and response.
- Assists with constituent flag requests, tours of the Capitol, and arranging visits to other national landmarks (Washington, D.C.-based role).
- Attends briefings and hearings, collects Member signatures, delivers time-sensitive Member-to-Member correspondence, conducts research, and drafts correspondence and memoranda.
- Ensures constituent casework is distributed to appropriate district staff in an efficient and effective manner (district-based role).
- Assists with planning and execution of Member's public outreach at local events (district-based role).
- Accompanies district staff to public forums, meetings, and events as a representative to the Member (district-based role).