



District Office Congressional Internship

Job Description:

If you are a student interested in how Congress works and how federal policy impacts states and localities, Congressman Brad Ashford is seeking enthusiastic individuals to fill unpaid internships available at his District Office in Omaha, Nebraska. Interns in the Omaha office will have the chance to learn about the inner workings of the federal government through hands on experience.

The District Office's main role is constituent services. Constituent services can entail helping constituents resolve issues with federal agencies through casework, listening to constituents concerns, directing constituents to appropriate resources, meeting with community members and attending meetings and events in the community. Additional responsibilities include overseeing congressional programs (Congressional Arts Competition, Academy Nominations, local media and the Congressional Internship Program).

Job Duties:

Interns will help the District Office achieve its goals by performing a variety of tasks. Some tasks may include; administrative duties (answering phones, distributing mail, greeting constituents, updating databases); research on issues and legislation; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; attending meetings with staff and directing constituents to appropriate resources.

Required Qualifications:

Candidates for the internship program must:

- Be high school seniors, undergraduate or graduate students
- Be able to work approximately 15-20 hours a week
- Have excellent written and verbal communication skills
- Have an interest in public service



Work Schedule: Mon- Fri; 15-20 hours a week.

Application Instructions: Interested students should send a resume, cover letter, and 2-3 page writing sample from an existing paper to Internship Coordinator, Jim Rogers at jim.rogers@mail.house.gov.