

OFFICE OF CONGRESSWOMAN BARBARA LEE INTERN POSITION DESCRIPTION

Primary Job Responsibilities:

Administrative support- including data entry, correspondence and telephone reception
Community outreach
Research
Casework assistance

Minimum Skills and Abilities Required:

Excellent written and oral communication skills
Professional manner
Ability to attend one time orientation session (date to be determined)
Ability to work independently and cooperatively.

Other Required Qualifications:

Must be at least 17 years of age or one who has had previous internship experience in an office setting
Must have valid government issued ID to gain access to the federal building

Skills Taught on the Job:

Interns will be taught the inner workings of a fast-paced congressional office: including the differentiation of the branches of government and the national legislative process. There are opportunities to learn about innovative national policies and their impact on local programs and to assist constituents and community organizations of the 9th Congressional District