Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: District Office of Congressman Donald Norcross

Internship Coordinator: Digna Townsend
Coordinator's Phone / Email: Digna.Townsend@mail.house.gov

Location of Internship: 10 Marlboro Avenue, Suite 210, Cherry Hill, NJ 08003
# of Summer 2018 interns Accepted: 16 - summer 2018

Dates / Length of Summer Internship: 4 months - Beginning in May

Required Hours/Week: 12 hrs per week

Is there any type of salary or stipend? No
If so, how much? N/A

What is the application process? (Please include deadlines and other requirements. Feel free to attach additional pages)

Cover letter, Resume A (2-3) Professional references (include phone numbers & relationship)

Phone Interview, Reference Contact & In Person Interview

Intern work areas: Clerical X Research X Errands X Organizing X

Please explain the work that will be required of the intern: Please see attached internship description.

Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues and assisting with staff-led projects. In addition, interns are encouraged to participate in events in the community along with staff.

Interns will be trained in the responsibilities of all levels of government so that they may best aid constituents.

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? X Committee hearings? X

Is the intern expected to work evenings and weekends? If so, please explain.

Interns are encouraged to participate in events in the community along with staff. Events may be scheduled at night and on weekends.

Do you have any suggestions for the applicants? Please see attached internship description.
The Office of Congressman Donald Norcross (NJ-01) is seeking qualified interns for our Cherry Hill District Office for the Spring 2018 semester.

CONTACT:
Digna Townsend
Internship Coordinator
Digna.Townsend@mail.house.gov | (856) 427-7000

RESPONSIBILITIES
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This internship will run through the summer of 2018. Although this internship is unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' course or work schedules, but generally run 9:00 a.m. to 5:00 p.m. Both high school and college interns will be accepted however interns are expected to complete a minimum of 12 hours weekly over the course of the semester, accumulating approximately 150 hours over the course of the internship.

QUALIFICATIONS
Prospective applications should be highly motivated self-starters, eager to learn about the work of a United States Congressman and the mechanisms of the federal government. We are looking for individuals with an excellent work ethic, ability to work with constituents and most importantly, a willingness to learn.

THEY MUST DEMONSTRATE:
- An ability to produce polished work
- An ability to maintain professionalism in a work environment
- An interest in the legislative process
- Strong communication skills
- Experience using Microsoft Office

APPLICATION
Please submit a resume, cover letter and (2-3) professional reference contacts to Digna Townsend via email at Digna.Townsend@mail.house.gov.