



Donna F. Edwards
Member of Congress

Maryland's 4th
Congressional District

Congressional Internships

The Office of Congresswoman Donna F. Edwards (D-MD) is seeking qualified interns to serve in the Washington, D.C. office and District Offices located in Silver Spring and Suitland, Maryland. Applicants should have a familiarity with the legislative process, have a desire to learn while being a part of a hardworking team, and be dedicated to serving the citizens of Maryland. Interns from the 4th Congressional district are strongly preferred.



Legislative Internship

The Washington, D.C. intern experience is designed to immerse interns in all areas of a Congressional work environment. Interns are required to exhibit strong written and verbal communication skills and will be expected to conduct tours of Capitol Hill, research current legislative topics, and assist with administrative duties. In addition, interns will respond to constituent letters and requests, attend hearing and briefings, and complete projects in specific issue areas as requested.

Constituent Service Internship

In addition to many of the responsibilities above, constituent service interns will work primarily in our District Offices to assist Constituent Service Representatives. Responsibilities include assisting with constituent files, gathering information from federal agencies, and answering constituent calls. S/he will monitor congressional inquiries through online databases.

Outreach Internship

The Outreach Intern supports the team with a variety of outreach projects and activities, including event planning, and advocacy communications. The Outreach Intern also conducts project research using the web and traditional sources such as booth set up at events. S/he helps develop several databases and lists of state, local/civic, and federal organizations and government agencies. S/he must monitor local and national media through print, online/blog and television news media. The Outreach Intern also responds to outreach-related initiatives and assists with general outreach efforts.

Qualifications

- Exceptionally good written and verbal communications skills
- Extremely well organized and ability to research
- Attention to detail; ability to manage many projects simultaneously
- Community involvement or volunteer experiences

If interested, please send a cover letter, resume, a maximum 2-page writing sample, transcripts and, 2 letters of recommendation (former employer and educational reference) to Internship.MD04@mail.house.gov. You may contact (301) 516-7601 and (301) 562 – 7960 with any questions. For more information about our Legislative Internship program, please contact (202) 225-8699.