

Job Description: General Congressional Intern

- 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.
- Receives and logs input from constituents on policy matters for the Member office's consideration and response.
- Assists with constituent flag requests and tours of the Capitol Building
- Attends briefings and hearings, collects Member signatures, delivers time-sensitive Member to-Member correspondence, conducts research, and drafts correspondence and memoranda.