Congressional Internship at the
Office of Congressman Keith Ellison

Congressman Keith Ellison works to promote politics of inclusion and generosity within the 5th Congressional District of Minnesota, which includes the city of Minneapolis and all or part of 15 surrounding suburbs. Internships are offered for individuals interested in learning the operations of a Congressional office: current events as they relate to Congressional activity, federal legislation and legislative issues, constituent services, and events research and planning. Interns will have the opportunity to see the direct connections of policies made on the federal level and the people affected by them through constituent outreach and advocacy.

Responsibilities

- Clerical; including office reception, intake of constituent comments via mail and phone, and other duties as assigned.
- Events and meetings; including researching community activities, accompanying Congressional staff on community outreach, assisting with event planning and logistics, and staffing the Congressman at events, forums, and meetings.
- Constituent Services; assisting Congressional staff in research and communication with agencies and constituents.
- Participation in regular briefings on current events and legislative issues, and trainings on constituent services and operations of a Congressional office.

Qualifications

Strong written and verbal communication skills, detail-oriented, excellent interpersonal skills, organized, able to multi-task, and most importantly, keen interest in the political process and learning the operations of a Congressional Office. Candidates participating in a formal internship program sponsored by a college or university, or who will receive college credit, are preferred.

Part-time and full-time opportunities begin in September and last roughly until mid-December, though exceptional candidates may stay for up to six months. A minimum of 15 hours a week is required, and hours are flexible. Interns agree to serve without compensation, not to make any future claim for payment, and to acknowledge that the voluntary service does not constitute House employment. Interns must conduct themselves in a manner that reflects creditably on the House of Representatives.

Application Process

To apply for an internship, please send the following materials to Nicky Leingang:

- Cover Letter
- Resume
- Two references (not letters of recommendation)
- Two writing samples (limit of three pages or less each, six pages total)

Materials may be sent via email to nicky.leingang@mail.house.gov, or via post to 2100 Plymouth Avenue North, Minneapolis, MN 55411. All materials are due by August 15, 2014.