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 Include:

- 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 must possess 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 are available starting immediately for duration of 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 agree to 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 Mustafa Jumale,

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

by mail at 2100 Plymouth Avenue North, Minneapolis, MN 55414 or email them to mustafa.jumale@mail.house.gov. All materials are due by December 9, 2013.