



HOUSE OF REPRESENTATIVES
STATE OF DELAWARE
LEGISLATIVE HALL
DOVER, DELAWARE 19901

Purpose of Internship: To assist the elected State Representatives and their support staff out of legislative session.

Job Description: We are seeking energetic and proficient interns in the Wilmington and Dover offices of the Majority Caucus in the Delaware State House of Representatives. An internship in the House of Representatives' office will provide valuable experience to students as they prepare for their professional careers. Interns will have the opportunity to work with and assist all members of the House staff on a variety of duties, including legislative, administrative, outreach and press. We are happy to work with your college or university to arrange for academic credit for your internship.

Duties include, but are not limited to:

- Supporting legislative staff: tracking constituent correspondence, drafting letters, and conducting light research
- Attending briefings and hearings for legislative staff
- Assisting legislative aides with helping constituents resolve problems and navigate state and federal bureaucracies
- Compiling local news clips, both online and paper
- Gathering data and maintaining databases
- Preparing meeting materials (photocopying, preparing packets and folders)
- Helping with mass mailing projects
- Substantive data-gathering regarding issues, legislative developments, etc.
- Conducting research projects as needed
- Assisting other staff members with overflow work, including word processing, data entry and faxing

Preferred Qualifications:

- College Junior or Senior (senior preferred but not required)
- Ability to meet deadlines
- Must maintain a standard of professionalism at all times with a positive attitude
- Must be proficient in Microsoft Word and Excel

Hours and Compensation: Internships are available only for the summer and fall semester and are unpaid. They are available on a part-time or full-time basis. Transportation is the responsibility of interns.

Application process: Applicants should send a cover letter (indicating availability and the location of their desired internship), a resume and three professional references to:

Kristin Dwyer
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