



# OFFICE OF CONGRESSMAN G.K. BUTTERFIELD (NC-01) CONGRESSIONAL INTERN

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## **SUMMARY:**

The Congressional Intern supports the Office in carrying out critical administrative, communications, outreach and constituent service functions and assisting the staff with special projects.

## **DUTIES & RESPONSIBILITIES**

### **ADMINISTRATIVE**

- Greets and screens visitors; and receives all deliveries.
- Answers and screens all telephone calls, takes messages, and helps maintain voicemail account.
- Assists visitors who have appointments with the Member or other staff members.
- Answers constituent requests for general information and records caller opinions.
- Helps log in constituent mail, and draft letters to constituents.
- Distributes and organizes daily news and magazine deliveries.
- Distributes mail and faxes in a timely manner.
- Creates and maintains databases at member/staff request.
- Maintains literature regarding the District and House offices for distribution to visitors.
- Helps maintain technology; including ensuring printers are stocked with paper and toner.
- Assisting with legislative and grants research.
- Assist with event planning, management, and follow up.

### **LEGISLATIVE**

Attends and monitors hearings, conducts legislative research, drafts memos for the legislative team.

### **QUALIFICATIONS**

Applicants should demonstrate skills in the areas of writing, communications, and organization. An ideal candidate is detail-oriented, has a positive attitude, and has the ability to manage multiple tasks on a deadline.