



Public Law 96-114, The Congressional Award Act

Congressional Award

INTERNSHIP | FREQUENTLY ASKED QUESTIONS

The Congressional Award offers an internship program for undergraduate students each spring, summer, and fall. Our national office is located on Capitol Hill in Washington, D.C.

Interns assist program managers with the promotion and management of the Foundation and its day-to-day operations. The program managers are the Foundation's liaisons with participants and advisors, congressional offices, partnering organizations, schools, and media. Ideal candidates have academic, career, or social interests in communications, political science, non-profit organization, and event management. Strong interpersonal and written communication skills are required.

How do I apply?

Please apply online via our web form or send your resume and cover letter to the internship coordinator, Molly Geiser, at geiser@congressionalaward.org.

Who is eligible to apply for an internship with the Congressional Award?

The Congressional Award internship program is intended for students currently pursuing a bachelor's degree at a four-year college or university. Ideal candidates have a strong background or major in the field of communications, political science, current affairs, or writing/journalism. Applicants should also have an understanding of Microsoft Office programs; basic computer skills are highly encouraged. Our ideal candidates are motivated and driven students looking to gain experience in a professional environment. The internship program is meant to prepare students for a career and provide real world experience.

Where does the Congressional Award internship take place?

The internship will take place at the Congressional Award National Office on Capitol Hill in Washington, D.C. We are located within the U.S. Capitol Building complex.

When does each internship term begin and end?

We work with individual interns to establish start and end dates that best work with their school schedules. However, the approximate begin and end dates for each term are below.

Spring: Late January/early February to late April

Summer: Late May/early June to early August

Fall: Late August/early September to early December

What are the daily tasks and requirements of Congressional Award interns?

Some of the tasks and projects our interns work on include the following:

- Manage communication portfolio (social media, website, print & digital media).
- Assist with fundraising and development initiatives.
- Plan and coordinate events at both the regional and national level.
- Perform administrative/clerical tasks.
- Maintain and update membership records and database.
- Network and engage with stakeholders.
- Organize meetings for local outreach with congressional offices, youth organizations, schools, etc.
- Draft internal and external written communication (press releases, email marketing)

What are the internship hours?

The Congressional Award National Office is open Monday through Friday from 9:00 a.m. - 5:30 p.m. All staff and interns report for work during these hours.

Can I earn credit for my internship?

The Congressional Award is happy to work with you and your host institution to ensure you receive credit for your internship. We will work with to identify an avenue for credit whether your internship is completed independently, through a college institution, or an internship program.

Does the Congressional Award provide housing for interns?

No. Interns are responsible for finding their own housing if they are completing their internship independent of an internship program that would otherwise provide housing. In the past, many interns have made use of [WISH](#) to find housing for their semester in D.C.

Is the internship a paid position?

No. However, we do provide interns with a small stipend and Metro fare to and from work for the semester.

Any other questions should be directed to the internship coordinator, Molly Geiser, at geiser@congressionalaward.org.