



## Internship FAQs

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 national staff with the promotion of the program and its day-to-day operations. National staff members serve as the Foundation's liaison to youth participants and adult mentors, congressional offices, partnering organizations, corporate sponsors, schools, and media.

Ideal candidates have academic, career, or social interests in political science, non-profit management, leadership development, youth/civic engagement, and/or event management. Strong interpersonal and written communication skills are required.

### HOW DO I APPLY?

Apply online at [www.congressionalaward.org/intern](http://www.congressionalaward.org/intern) or send your resume and cover letter to Matt Tick, Internship Coordinator, at [tick@congressionalaward.org](mailto:tick@congressionalaward.org).

### WHO IS ELIGIBLE TO APPLY?

The Congressional Award internship program is intended for students currently pursuing a bachelor's degree at a four-year college or university. Applicants should have an understanding of Microsoft Office programs and possess basic computer skills. Candidates should be motivated and driven students looking to gain experience in a professional environment. The internship is meant to prepare students for a career and provide real world experience.

### WHERE DOES THE INTERNSHIP TAKE PLACE?

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

### WHEN DOES EACH INTERNSHIP TERM BEGIN AND END?

We work with 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 INTERNSHIP HOURS?

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

## **WHAT ARE THE PROJECTS AND DAILY TASKS OF AN INTERN?**

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

## **CAN I EARN CREDIT FOR MY INTERNSHIP?**

The Congressional Award is happy to work with students and their host institution to ensure you receive credit for your internship. We will work with you 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 utilized [WISH](#) to find housing for their semester in Washington, D.C.

## **IS THIS INTERNSHIP A PAID POSITION?**

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

## **STILL HAVE QUESTIONS?**

Contact Matt Tick, Internship Coordinator, at [tick@congressionalaward.org](mailto:tick@congressionalaward.org) or (202) 226-1030.

## **ABOUT**

The Congressional Award is the United States Congress' only charity and the highest honor bestowed upon a youth civilian through the U.S. Senate and House of Representatives. Established by Congress as a public-private partnership in 1979 under Public Law 96-114, the program recognizes initiative, service, and achievement in youth ages 13 ½ - 23. Learn more at [www.congressionalaward.org](http://www.congressionalaward.org).