

CONGRESSIONAL INTERNSHIP PROGRAM

U.S. Congressman Mark Green



Get firsthand experience working in the United States Congress to prepare for a career in policy, politics, government, public relations, or the law

NOW ACCEPTING APPLICATIONS FOR:

- **POLICY INTERNSHIP:** Work with the Legislative Team to craft policy and analyze legislation in Committees and on the House Floor
- **COMMUNICATIONS INTERNSHIP:** Work with the Press Team to develop messaging and advance priorities in the court of public opinion
- **OPERATIONS INTERNSHIP:** Work with the Operations Team to support the Congressman and coordinate operations for a team of 20 in three offices
- **DISTRICT INTERNSHIP:** Work with the District Team to liaise with elected officials and community leaders, and serve constituents across 19 counties

Internships available in Washington, D.C., Franklin, and Clarksville



To apply, visit www.markgreen.house.gov/internships

For more information, contact Alex Joyner at alex.joyner@mail.house.gov

INTERNSHIP OPENINGS

OPERATIONS INTERNSHIP (WASHINGTON, D.C.)

Operations Interns work with the Operations Team to support the Congressman and coordinate operations for a team of 20 in three offices. Interns will work closely with the Director of Operations & Scheduling to prepare the Congressman for policy meetings and events. Other responsibilities include maintaining organization and a professional environment, preparing detailed spreadsheets, and preparing briefings for upcoming meetings and events. Applicants must have strong communication and computer skills, acute attention to detail, and the ability to work, at times, with minimal supervision, and the ability to multi-task is critical.

COMMUNICATIONS INTERNSHIP (WASHINGTON, D.C.)

Communications Interns work with the Press Team to develop messaging and advance priorities in the court of public opinion. Interns will work closely with the Press Secretary by monitoring breaking news and social media, conducting research for talking points, and drafting posts advancing the Congressman's message. Interns will assist in drafting daily messaging priorities, provide research assistance, and support communications logistics and digital platforms. Applicants must have strong communication and organizational skills, be able to meet quick deadlines.

POLICY INTERNSHIP (WASHINGTON, D.C.)

Policy Interns work with the Legislative Team to craft policy and analyze legislation in Committees and on the House Floor. Interns will work closely with the Legislative Assistants in conducting research for hearings of the Committee on Foreign Affairs, Committee on Homeland Security, and Committee on Oversight and Reform. Interns will also help staff prepare in monitoring activities on the House Floor. Applicants must have strong research and communication skills, be able to meet deadlines, and have an understanding of the federal policy issues .

DISTRICT INTERNSHIP (FRANKLIN, TN OR CLARKSVILLE, TN)

District Interns work with the District Team to liaise with elected officials and community leaders, and serve constituents across 19 counties. Interns will work closely with the District Director and Field Staff with research and logistical support meetings and events. Interns will also work with the staff from the Tennessee General Assembly, local governments, and civic organizations. Applicants must have strong organization and communications skills, be punctual and flexible, and be able to prioritize tasks in a timely manner.

FREQUENTLY ASKED QUESTIONS

WHO CAN APPLY?

The Congressional Internship Program is open to all college students in the U.S. Preference is given to those who live in, or are from, the State of Tennessee, especially the 7th Congressional District.

HOW DO I APPLY?

Applications can be completed online at www.markgreen.house.gov/internships.

WHAT ARE THE 2021 DATES AND DEADLINES?

Spring Term: Jan. 11, 2021 - May 7, 2021 | Application deadline: Nov. 24, 2020

Summer A Term: May 10, 2021 - July 25, 2021 | Application deadline: Mar. 5, 2021

Summer B Term: July 28, 2021 - Aug. 13, 2021 | Application deadline: Mar. 5, 2021

Fall Term: Aug. 23, 2021 - Dec. 17, 2021 | Application deadline: June 4, 2021

WHAT DOES THE APPLICATION PROCESS LOOK LIKE?

Applicants will be contacted within three weeks after the application deadline of their status. Interviews and references may be requested on a case by case basis.

CAN I GET ACADEMIC CREDIT FOR THE INTERNSHIP?

The Congressional Internship Program is eligible for academic credit. Students should contact their faculty advisor for more details and specific requirements.

IS THIS INTERNSHIP PAID?

The internship is not paid; however, a housing stipend will be provided for D.C.-based interns.

IS THE INTERNSHIP FULL-TIME OR PART-TIME?

Both full-time and part-time internships are available. Start and end dates can also be flexible, on a case-by-case basis.

WHAT WILL INTERNS DO ON A DAILY BASIS?

An intern's day-to-day activities depend on the department to which the intern is assigned. Interns will work closely with staff in their assigned department on a daily basis. In addition, all interns will assist with general office duties, including greeting constituents, answering phones, sorting correspondence, and giving tours. All interns will also participate in weekly meetings with senior staff across departments, attend committee hearings and policy briefings, complete reading and writing assignments, and be paired with a mentor relevant to that intern's desired career path.