



Office of Congressman Donald Norcross

KEY SUMMARY

Interns have a meaningful opportunity to build valuable professional experience while contributing to the effective operations of a Member's office. Whether an intern serves in Washington, D.C. or in a district office, interns can support a wide range of functions, such as constituent services and communications.

RESPONSIBILITIES

- Welcoming constituents, visitors, and VIPs.
- Answering incoming calls professionally and promptly.
- Assisting the Member and staff with logistical and administrative tasks.
- Logging constituent input on policy issues
- Helping with flag requests, Capitol tours, and visits to national landmarks (D.C.-based).
- Delivering time-sensitive correspondence; conducting research; and drafting memos and letters.
- Routing constituent casework to appropriate staff (district-based).
- Supporting public outreach and local events (district-based).
- Accompanying staff to community meetings and events as a representative of the Member (district-based).
- Attending briefings and hearings; gathering signatures (D.C.-based).

The hours are flexible to accommodate students' course or work schedules but generally run from 9:00 AM to 5:00 PM.

QUALIFICATIONS

- Applicants must be at least 18 years of age.
- Should demonstrate a high level of motivation and initiative, with a strong interest in the work of a United States Congressman and the functions of the federal government.
- Must exhibit an excellent work ethic, strong interpersonal skills, and a commitment to ongoing learning.
- Should be capable of producing polished, high-quality work.
- Must consistently display professionalism in all work settings.
- Should possess a clear interest in the legislative process and exhibit strong communication skills.
- Must have proficiency in Microsoft Office.

CONTACT AND APPLY:

To apply, please submit a resume, cover letter, and 3 professional reference contacts by email to:

- **District Office (Cherry Hill and Camden)**
 - Dalin Hackley, *Outreach Director/Internship Coordinator*
Dalin.Hackley@mail.house.gov | (856) 427-7000
- **Washington DC Office**
 - John Tambussi, *Staff Assistant/Internship Coordinator*
Internships.Norcross@mail.house.gov | 202-225-6501