

Corporation for National and Community Service Office of Government Relations Internship Position Description

Internship description:

The Corporation for National and Community Service (CNCS) is the federal agency that administers the AmeriCorps, Senior Corps and Learn and Serve America programs.

The Office of Government Relations (OGR) serves as the liaison between the agency and the Congress, governors and mayors. OGR regularly briefs elected officials and staff about CNCS programs, the agency's activities in their cities, states and Congressional districts, and funding opportunities constituents and organizations may apply for. OGR also shares press coverage pertaining to national and community service and prepares responses to legislative and constituent inquiries from elected officials. Interns provide support in preparing and delivering letters and reports, drafting memos and e-mail messages, compiling and maintaining spreadsheets, producing briefing books and materials, and other research, administrative and communication tasks.

Full-time availability is preferred but part-time internships are available. Interns may be eligible for a commuter benefit.

Qualifications:

- Strong commitment to service.
- Interest in Congress and the legislative process.
- College student or graduate.
- Strong research, writing and organizational skills.
- Working knowledge of Microsoft Word and familiarity with or willingness to learn Microsoft Excel and PowerPoint.
- US citizenship is required.

Contact Information:

Please send your resume and a cover letter to Rebecca Claster, Office of Government Relations: rclaster@cns.gov.