Congressional Internship Opportunity

U.S. CONGRESSMAN HENRY CUELLAR
SAN ANTONIO DISTRICT OFFICE

Intern positions are currently open at the San Antonio District Office of U.S. Congressman Henry Cuellar.

Interested applicants should be highly motivated individuals who possess a desire to learn more about American Government, social work and community services.

This internship provides college students with the unique opportunity to gain experience by assisting a Member of Congress.

For more information contact:
Pete Arguello at (210) 271-2851

Email resume and one-page letter of interest to: pete.arguello@mail.house.gov

Job responsibilities include but are not limited to:

- Casework
- General office duties
- Assist constituents with various federal topics
- Monitor delivery/pick up of materials delivered to the office
- Assist with various administrative/legislative duties
- Coordinate with D.C. staff to expedite flag requests.
- Assist Outreach Coordinator, Grants Coordinator and District Press Secretary as needed

Job Requirements:
- Professional telephone etiquette
- Computer data entry
- Ability to operate basic office equipment
- Ability to work cooperatively and courteously with others
- Full compliance with office/privacy/confidentiality policies
- Must be punctual and have reliable transportation
- Must meet all attendance/time requirements.