



The Office of Congressman Donald Norcross (NJ-01)
*is seeking qualified interns for our Cherry Hill & Camden offices for the Fall of
2024*

RESPONSIBILITIES

Intern duties vary daily but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues, and assisting with staff-led projects. In addition, interns are encouraged to participate in events in the community along with staff. Interns will be trained in the responsibilities of all levels of government so that they may best aid the constituents of New Jersey's 1st congressional district.

The hours are flexible to accommodate students' course or work schedules, but generally run 9:00 a.m. to 5:00 p.m. The internship program also includes a stipend. Both high school and college interns will be accepted. However, interns are expected to complete a minimum of 16 hours weekly over the course of the semester, accumulating approximately 250 hours over the course of the internship.

QUALIFICATIONS

Prospective applications should be highly motivated self-starters, eager to learn about the work of a United States Congressman and the mechanisms of the federal government. We are looking for individuals with an excellent work ethic, ability to work with constituents and most importantly, a willingness to learn. Internship applicants must also be able to demonstrate an ability to produce polished work, professionalism in a work environment, an interest in the legislative process, strong communication skills, and experience using Microsoft Office.

CONTACT AND APPLY:

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

Dalin Hackley

Outreach Director/Internship Coordinator

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