

## **Internship in Jared Polis' Congressional Office**

### Position Description:

As an intern in a congressional office, the intern's primary responsibilities revolve around serving the constituents of Colorado's 2<sup>nd</sup> Congressional District (constituent services). His/her duties generally fall under one of three constituent-oriented categories: casework, correspondence and/or communication, and outreach. Correspondence/communication can happen either in person (a constituent phones or comes into the office), or in writing (a constituent sends a letter, an email, or a fax). Many of the incoming calls are from constituents who aren't happy about something the congressman or the government has done or is doing. It is the intern's job to pass the constituent's concern to the staff member who is responsible for that particular issue area. Working directly