

Intern in Senator Markey's Boston Office

Intern responsibilities include:

- Answering phone calls and directing visitors
- Handling intake of new constituent casework issues
- Contacting federal agencies on behalf of constituents and relaying responses
- Completing research projects
- Assisting staff with administrative and organizational tasks as they arise

Applicants should be self-motivated and possess the following qualifications

- Excellent interpersonal and communication skills
- An interest in public service, policy and current events
- Strong writing ability
- Attention to detail and problem solving capacity

In order to maximize the intern's experience and assist the office most efficiently, applicants should be available to work at least 10 hours per week for approximately 12 weeks, although ideal hours may vary for winter break applicants.

Paid internships are awarded to low income students or to those who may not otherwise be able to afford to live or work in Boston, Massachusetts. Eligible applicants may submit a short essay describing challenges that they have faced in pursuing their educational goals and explaining how this internship will further their professional aspirations. This essay is reviewed separately from the internship application.

Pursuant to federal law, an individual may not be hired for a paid Senate position in the continental United States unless the individual meets one of the following criteria:

1. **is a United States citizen;**
2. **is lawfully admitted for permanent residence and is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);**
3. **is (i) admitted as a refugee under 8 U.S.C. § 1157 or is granted asylum under 8 U.S.C. § 1158 and (ii) has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or**
4. **owes allegiance to the United States. (Note: To meet this requirement, an individual must be (1) a non-citizen U.S. national born in or having ties to American Samoa or Swains Island (as outlined in 8 U.S.C. § 1408), or (2) a non-citizen U.S. national pursuant to section 302 of Public Law 94-241 (relating to the Commonwealth of the Northern Mariana Islands)).**

Please note: All applicants are required to complete an interview so early applications are encouraged.

Interested students should mail their resume, a cover letter, and short essay (if applying for a paid internship) to Tristan Takos in Senator Markey's Boston office:

**ATTN: Tristan Takos
U.S. SENATOR EDWARD J. MARKEY
JFK Federal Building
15 New Sudbury Street
Boston, MA 02203**

*****Deadline to Apply for a Fall 2019 internship is July 31, 2019*****

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