



www.cmfweb.org

Description of Organization:

The Congressional Management Foundation (CMF) is a non-profit, non-partisan organization dedicated to promoting a more effective Congress. We provide management training, consulting, and research services to congressional offices on topics ranging from setting up a congressional office and hiring staff to using technology and the Internet to interact with constituents and citizens. We are a cross between an applied think tank and a management consultant firm, and our work lies at the intersection of politics, technology, management, and good governance. Simply put, CMF advocates good government through good management. Our work provides a unique perspective on the inner workings of Congress that students interested in government and/or management find very valuable to their education and professional development.

Description of Internship:

Interns are a very important part of CMF, and they really make a difference in our mission to serve Congress. Our interns are treated as members of our staff and work closely with senior staff on a variety of our training, consulting, and research projects. Although our interns provide administrative support, they also have the opportunity to work on exciting projects relating to congressional management and congressional e-government. Our interns get a bird's eye view of Congress and congressional operations, and they learn a great deal about how Congress works, politically and organizationally.

Qualifications:

CMF seeks motivated, professional, entrepreneurial college students interested in learning more about Congress, politics, management, and/or congressional e-government. Because of the nature of our work, applicants must possess good writing and analytic skills, must be proficient with Microsoft Office programs (including Word, Excel, and PowerPoint), and have basic computer skills. Interns support CMF in its mission to provide management services to congressional offices by:

- Thinking creatively and innovatively;
- Becoming familiar with the culture and operations of Congress;
- Conducting research and analysis for our training programs, publications, and advisory services to House and Senate offices;
- Attending and supporting training programs, briefings, and consultations with and for congressional staff;
- Assisting in the work of the Communicating with Congress project;
- Supporting special projects to help CMF provide congressional offices with the best possible management information; and
- Supporting internal operations at CMF.

Duration:

2-3 months
30 to 40 hours a week.

Instructions for Applying for this Internship:

E-mail a **cover letter**, **resume**, and **writing sample** (5 pages or less) to: cmf@cmfweb.org, subject line "Attn: Intern Coordinator". Please include the dates you are available in the message.