

JUDY CHU, Ph.D.
27TH DISTRICT, CALIFORNIA
**COMMITTEE ON
WAYS AND MEANS**
SUBCOMMITTEE ON
HEALTH
SUBCOMMITTEE ON
HUMAN RESOURCES
**COMMITTEE ON
SMALL BUSINESS**
SUBCOMMITTEE ON
ECONOMIC GROWTH, TAX AND CAPITAL ACCESS



Congress of the United States
House of Representatives
Washington, DC 20515

WASHINGTON OFFICE:
2423 Rayburn House Office Building
Washington, DC 20515
(202) 225-5464
(202) 225-5467 (Fax)
PASADENA DISTRICT OFFICE:
527 South Lake Avenue, Suite 250
Pasadena, CA 91101
(626) 304-0110
(626) 304-0132 (Fax)

Congresswoman Judy Chu's Internship Program

Description:

Students interested in interning with Congresswoman Chu's District Office in Pasadena will get the opportunity to learn about the 27th Congressional District. The unpaid internship will offer students valuable skills and a glimpse of the government agencies and structure. This is an in-person internship for Summer 2022. Applications will be reviewed on a rolling basis.

Job Functions:

Interns are given critical roles in various areas in the Pasadena District Office:

- Constituent Casework – Interns assist caseworkers with data entry and help constituents with casework inquiries
- Field Work – Interns will have the opportunity to shadow Field Representatives at community events and meetings about issues affecting constituents in the 27th Congressional District
- Administrative – Interns will support the district office's service to constituents by answering phones, fielding constituent inquiries, filing, mailing, and sorting

Skills and Knowledge Required:

- Ability to multitask
- Office/administrative experience
- Communication skills
- Strong organization skills and attention to detail
- Ability to work with individuals of diverse backgrounds
- Work efficiently and effectively as a member of a team
- Be able to meet deadlines and work under pressure
- Microsoft Office: Word, Excel, PowerPoint

To apply, please send a resume, cover letter, and writing sample to the internship coordinator, Zayn Aga at zayn.aga@mail.house.gov or call the office at 626-304-0110 for more information.