**Congressman Mario Diaz-Balart**

Internship Application

**Virtual Legislative & Press Intern:**

The office of Congressman Mario Diaz-Balart is seeking an energetic, detail-orientated intern with excellent writing and organization skills to perform a variety of legislative research, as well as assist with communication of legislation with constituents back in the district.

Daily tasks will include communicating with constituents regarding upcoming tours in the D.C. area. Intern will view committee hearings and briefings on key legislation, drafting memos on briefings and legislation at the request of a member of the staff. Legislative/Press Interns will also be tasked to draft letters to constituents on legislation and tours during their trip to Washington, D.C. Additional legislative projects and assignments will be assigned throughout the program.

Fall 2020 will be a virtual internship experience, consisting of daily calls with their Intern Supervisor discussing hot topics occurring in the media, issues that have been raised by constituents, assignment overview, and understanding Congress overview. Interns are required to take Ethics training, Workplace Rights and Responsibilities training, and Cybersecurity training. Intern will be required to perform administrative tasks as well, such as answering calls from constituents to reviewing incoming and outgoing mail.

As a paid internship, this position will strengthen your understanding of the legislative process and give you firsthand experience of the operations necessary to run a Congressional office. Qualified candidates will be hard working, organized, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should fill out application below, send a resume, a writing sample and cover letter to [Elizabeth.DosSantos@mail.house.gov](mailto:Elizabeth.DosSantos@mail.house.gov)

*Office policy states that interns are not allowed to communicate with members of the press during their time in the office of Congressman Mario Diaz-Balart. Any press inquiries can be directed to our Press Secretary; Laura Hernandez. Interns are required to have set their social media accounts to private during their time in the program.*

**Fall 2020 Application Deadline: July 24th.**

**Internship Program Cycles:**

Spring: January 14th- May 15th

*Flexible Academic Availability:*

Summer: May 25th - August 7th

*Mandatory availability: (M-F)*

Fall: September 1st - December 11th

*Flexible Academic Availability:*

**Please complete the following fields below.**

Full Name:

Date of Birth: / / Political Affiliation:

Home Street Address:

City: State: Zip Code:

Cell Phone Number: Email Address:

Please provide the links to your social media accounts? (Facebook, Twitter, LinkedIn, etc.)

**Education Information**

Currently Enrolled in: Date of Graduation/Anticipated Graduation:

College/University: Major(s): Minor(s):

GPA: Interests:

**Internship Information**

Internship Location: Semester Preferred:

Available Start Date: / / Available End Date: / / Availability (Full Time):

Weekly Availability (Part-Time):