Duties Include:
- Assisting in constituent outreach
- Assisting in constituent casework
- Drafting communications
- Researching federal grant opportunities
- Various daily office duties
- Data entry
- Working closely with offices in DC and Madison

Qualifications:
- Excellent written and verbal communication skills
- Initiative to work well independently and with others
- Basic computer literacy
- General interest in politics and constituent service
- Available to work at least 10 hours a week

*Political background not required*

To apply:
Please send a cover letter, resume, and expected availability for the Fall 2011 semester to:

Tiffany Henry, Staff Assistant
Email: Tiffany.Henry@mail.house.gov
Phone: (608) 362-2800
http://tammybaldwin.house.gov/