**Spring Internship Program:**

The Office of U.S. Senator Joe Donnelly is currently accepting internship applications for the spring internship session in Washington, DC as well as the spring internship session in the Indianapolis office.

In the Washington, DC office, interns will have the opportunity to assist the Senator’s legislative and press staff with a variety of projects. Additionally, interns will interact directly with constituents over the phone, assist with writing projects, and help provide tours of the United States Capitol to Hoosiers visiting Washington, DC.

Interns in Senator Donnelly’s Indianapolis offices will have the opportunity to assist case managers with constituent inquiries to federal agencies, communicate with constituents over the phone, and accompany state staff members to meetings with local civic and professional organizations in addition to performing general office clerical duties.

If you are aware of any students who are interested in working in a fast-paced congressional office, please let them know of our internship opportunities. This internship is open to all majors. The deadline to apply for the spring session in the Washington D.C. office is November 3, 2017. Applications for the Indianapolis office will be accepted on a rolling basis until positions are filled. This internship is unpaid. Students can find more information on interning in Senator Donnelly’s office at [http://www.donnelly.senate.gov/help/student-resources/internships](http://www.donnelly.senate.gov/help/student-resources/internships). They can download the intern application at the link above as well as find more information on submitting their application materials.

**Press Internship:**

U.S. Senator Joe Donnelly’s Washington, DC office is seeking a full-time press intern, who can work 30-40 hours a week next spring. Responsibilities include assisting the press team with media monitoring, drafting social media, research, and other day-to-day operations and projects. Previous experience on Capitol Hill is not required, though applicant should have an interest in communications. Candidate should be a self-motivated team player with strong interpersonal skills, strong writing and oral communications skills, and the ability to handle multiple tasks with hard deadlines simultaneously. Familiarity with video editing, graphic design, and social media analytics is a plus, as well as proficiency using Excel. This internship is unpaid. Indiana ties are a plus. Interested applicants should send a cover letter, resume, two writing samples, and availability to application.donnelly@donnelly.senate.gov with the subject “Press Intern.” No drop-ins or phone calls. Applications will be considered on a rolling basis.

**Legislative Programs:**

U.S. Senator Joe Donnelly’s Washington, DC office is accepting applications for the spring Wayne Townsend and Frank J. Anderson Legislative Programs. These programs are designed to provide an individual interested in public service, the opportunity to serve in Senator Donnelly’s Washington, D.C. office. We are seeking highly motivated, undergraduate (at least a rising junior) or recent graduates with Hoosier ties, who have an interest in public service. The individual selected for each of the programs will receive a stipend, must be able to work in Washington, D.C and commit to 40 hours/week. For additional information and applications for each of these programs, students can visit Senator Donnelly’s [website](http://www.donnelly.senate.gov).