Fall Internship Program:

The Office of U.S. Senator Joe Donnelly is currently accepting internship applications for the fall internship session in Washington, DC as well as the fall internship session in the Indianapolis and South Bend offices.

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 lead tours of the United States Capitol to Hoosiers visiting Washington, DC.

Interns in Senator Donnelly's South Bend and 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 your students are interested in working in a fast-paced, service-oriented congressional office, please let them know about our internship opportunities. Internships are open to all majors. The deadline to apply for the fall session in the Washington, D.C. and Indianapolis office is June 29, 2018. Applications for the South Bend office will be accepted on a rolling basis until positions are filled. Internships are unpaid. Students can find more information about interning in Senator Donnelly’s office at http://www.donnelly.senate.gov/help/student-resources/internships where they can download the intern application and learn how to submit 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 this fall. 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 fall 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.