

Senator McConnell has a paid internship opportunity available in his Louisville, KY office. Interns will be provided a hands on experience in a fast-paced office that will provide them with a working knowledge of how the federal government operates.

**Duties include:**

\*Assisting office staff in drafting letters to constituents and federal agencies

\*Organizing and maintaining constituent casework files

\*Gathering and disseminating news clips from the Commonwealth of Kentucky

\*Opening and distributing office mail

\*Answering phones and recording constituent messages for the Senator

\*Assisting Senator McConnell’s State Director, Director of Constituent Services, Office Manager, and Casework Staff with various assigned duties and projects

\* Various clerical and office duties as assigned

**Additional Information:**

\*Must be highly motivated and knowledgeable of current legislation and non-legislative issues

\*Must be able to work a minimum of 15 hours per week

\*Professional office attire

Please send your resume to the Director of Constituent Services, Mr. Patrick T. Foster, at [Patrick\_Foster@McConnell.Senate.gov](mailto:Patrick_Foster@McConnell.Senate.gov). He can also be reached at (502) 582-6304 if you have additional questions about the internship.