

The District Office of Representative Yadira Caraveo, M.D. (CO-08) is hiring for Spring and Summer 2024 internships!

**Locations:**

**Northglenn District Office**

10701 Melody Drive  
Suite 500  
Northglenn, CO 80234

**Greeley District Office**

3400 W. 16th Street Building 1S  
Suite C  
Greeley, CO 80634

**Deadline to apply for Spring 2024 is January 19, 2024**

**Deadline to apply for Summer 2024 is May 6, 2024**

**Background:**

Congresswoman Yadira Caraveo was elected to represent Colorado's 8th District in November of 2022. Prior to running for Congress, Rep. Caraveo served in the State House, working across the aisle to take on special interests and advocate for the needs of Colorado families. When Colorado's 8th Congressional District was created following the 2020 census, Rep. Caraveo decided to step up and run for Congress to fight for families from Commerce City to Greeley at the federal level.

Rep. Caraveo fights to lower costs, increase the affordability of prescription drugs, and make childcare and family leave more accessible. Other important issues include supporting farmers and our rural communities, growing our small businesses, and expanding access to affordable healthcare. Rep. Caraveo currently serves on the Agriculture Committee as well as the Space and Technology Committee.

**Apply here!** <https://caraveo.house.gov/services/internships>

*Please direct all further questions to [stacey.bui@mail.house.gov](mailto:stacey.bui@mail.house.gov)*

**Job Expectations:**

Congressional interns play a critical role in the success of both the D.C. and district offices, ensuring the constituents of Congressional District 8 are heard and served by their member of congress.

When joining our team in the fast-paced environment of congressional offices, interns are expected to act with professionalism, dependability, and dedicated self-organization.

**Job Duties:**

Duties in this role include but are not limited to:

- Provide a welcoming environment and a positive first impression of the office to constituents and visitors to the office
- Handle incoming calls with poise, professionalism, and promptness
- Sort and/or log incoming calls, mail, and electronic correspondence

- Assist with flag and greeting requests
- Assist the Legislative Correspondent and Staff Assistant with research and preparing official correspondence
- Run errands, draft letters, draft memos for office staff
- Assist with various constituent case work and constituent services
- Attend policy briefings and other informational sessions, then prepare briefs on the covered information
- Support staffing sponsored events and occasionally assist with staffing the Congresswoman
- Overall assist both the district and DC offices teams with work as assigned

**Recommended Qualifications:**

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills, including the ability to prioritize and track work status
- Proficiency in Microsoft and Google Suites
- Willingness to learn new skills and be flexible in supporting Rep. Caraveo and all staff in various roles, both administrative and legislative

**Preferences:**

- Preference will be given to current undergrad, law, or graduate students
- Ties to Colorado's 8th Congressional District are strongly preferred, but not required
- A demonstrated commitment to public service, and an interest in legislative and political processes

**Stipend:** Dependent on intern availability.

**Duration:** 120 days from start date

*All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.*