



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 25 –0224	POSITION TITLE: Government Affairs Intern
OPENING DATE: February 2025	CLOSING DATE: Open until filled
SALARY RANGE: \$18.00 Hr.	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (2)	OFFICE: At Large Councilmember Robert White
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Office of Councilmember Robert White (D, At-Large), Council of the District of Columbia seeks (2) highly motivated and service-oriented Government Affairs Intern to support the Constituent Services team. This internship offers hands-on experience in local government, providing interns with the opportunity to engage directly with District residents, attend community events, and assist with issue resolution in collaboration with District agencies. Interns will also have the opportunity to support the legislative team during peak legislative periods, assisting with research and administrative tasks related to hearings and policy work.

This internship is open to all individuals interested in government and public service including: students, career changers, recent graduates, retirees, and community members looking to get involved in local government.

No prior government experience is necessary, just a passion for serving the community and a willingness to learn. We encourage applicants from diverse backgrounds and experiences to apply.

INTERNSHIP DETAILS:

- **Compensation:** \$18 per hour
- **Schedule:** Three days per week, in person
- **Hours:** 10:00 AM – 2:00 PM
- **Duration:** April 2025 – July 2025
- **Location:** Office of Councilmember Robert White, Council of the District of Columbia
- **Additional Expectations:** Interns must be available to provide in-office support, three days a week. Interns will gain firsthand knowledge of the legislative process and constituent services while making a direct impact on the District's residents.

RESPONSIBILITIES:

- Provide in-office coverage when Constituent Services team members are attending off-site events, ensuring constituent calls are answered and inquiries are addressed.
- Respond to constituent inquiries via phone and email, ensuring timely follow-up and resolution.
- Assist the Constituent Services team in logging and tracking constituent concerns, providing updates to residents and staff.
- Assist with budget performance oversight, witness testimony preparation, and other administrative tasks related to legislative hearings and Council operations.
- Conduct research on policies and programs that impact District residents.
- Support special projects and initiatives that align with the Councilmember's priorities.

SKILLS & QUALIFICATIONS:

- Strong communication, organizational, and research skills.
- Highly responsive, detail-oriented, and capable of managing multiple tasks in a fast-paced environment.
- Passionate about public service, government, and community engagement.
- Ability to interact professionally with residents, government agencies, and stakeholders.
- Comfortable working independently and collaboratively within a team.
- Experience with Microsoft Office and Google Suite preferred.
- Prior experience in government, policy research, or community engagement is a plus but not required.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three References
- Please include "Government Affairs Intern" in the subject line and submit application materials to Deputy Chief of Staff Shanel Wilson: swilson@dccouncil.gov.
- No phone calls, please. Applicants will only be notified if granted an interview.

DOMICILE REQUIREMENT:

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays and subsidized public transportation.

DRUG-FREE WORKPLACE:

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement:

The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
