



## **Administrative Internship**

Updated April 13, 2021

### A note about COVID-19 Safety

This internship involves a combination of some in-person and some remote work. Two thirds of our permanent staff are at least partially vaccinated, with several more planning to be vaccinated in the near future. We occupy a full 5,000 square-foot floor of our office building and have marked six-foot distances from every workstation. We have also developed a QR-code-based check-in system for contact tracing. While our policies assume responsible behavior on the part of all staff and volunteers, we have also adopted thorough exposure protocols. Our Director of Operations Samuel Holliday can answer questions about our health and safety protocols by email at [SHolliday@uschs.org](mailto:SHolliday@uschs.org).

### About this Internship

This internship will give a behind-the-scenes understanding of how a nonprofit organization is run, an opportunity to participate in all of our events (which are all virtual now), a chance to learn about how programs are put together, and a bit of understanding about Congress. Reporting to the Director of Operations & Scholarship, an Administrative Intern will be asked to:

- Assist in organizing and executing virtual programming, including
  - Researching and vetting potential speakers,
  - Managing invitations to participate,
  - Compiling promotional materials for the events, and
  - Processing post-event data and recordings.
- Assist in the day-to-day operations of the organization, including
  - Answering phones,
  - Processing incoming mail, and
  - Processing outgoing payments and associated record-keeping.

Additionally, an Administrative Intern may be asked to assist the communications team with research for social media posts, assist the merchandising team with phone orders, and assist in the Director of Operations with archival management.

The ideal candidate is interested in working in the nonprofit sector and has some appreciation for the Capitol and Congressional history. A stipend may be available for this position.

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## About the U.S. Capitol Historical Society

Founded in 1962, the U.S. Capitol Historical Society is a non-partisan, nonprofit organization chartered by Congress to preserve and share the history of the U.S. Capitol Building, the Congress, its institutions, and the people who have worked there in order to “foster and increase an informed patriotism.” Although we work closely with congressional offices and staff, we operate independently and support our mission through revenue-generating activities. More information about the Society’s work and history is available on our website [www.uschs.org](http://www.uschs.org).