



## **Development and Outreach 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

The United States Capitol Historical Society is seeking an energetic candidate to serve in a development position for our Corporate and Individual Giving sectors. The work includes:

- Gift Processing
- Creating invoices and thank you letters for donors
- Managing our student membership program
- Researching prospective members and donors
- Assisting with outreach to constituents

In addition, the job includes administrative functions such as answering phones, greeting visitors, and processing incoming mail. This position is ideal for a student planning to work in the non-profit sector. A stipend may be available for this position

### Necessary Qualifications

- Excellent written and oral communication skills
- Demonstrated attention to detail and organization
- Experience working in customer service
- Proficiency in Microsoft Word

The ideal candidate understands something about how Congress works and is interested in the Capitol and Congressional history. Flexibility and a collegial demeanor are appreciated.

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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).