



Howard County Council

George Howard Building
3430 Court House Drive
Ellicott City, Maryland 21043-4392

Christiana Mercer Rigby
Councilmember

District 3

District 3 Internship Description

General Information

- The intern will be working with a small team (Councilmember, 2 staff) within the County Council and supporting the District 3 office. Potential interns should generally be interested in local government and politics. This includes introducing and passing laws and helping County residents with problems. The ideal intern is motivated, personable and a self-starter.
- Our office is open during normal business hours, Mon-Fri from 10am – 5pm, though there are evening hearings and legislative sessions and community meetings that someone could attend if they were interested.
- The number of hours an intern is interested in working in the week will vary and the type of work they do during those hours will depend on their involvement in the office. We generally recommend working about 20 hours/week on 3-5 days during the week to get a good experience.
- We generally recommend that an intern commit themselves for at least 1 month, though 2 months is preferred since this will allow them to see one whole legislative cycle. Please note that the Council is on recess in August and December and while there is still work being done, there is no legislation being considered.
- The office is located at 3430 Court House Drive in Ellicott City, and an intern must be able to get here on their own (there is a bus stop at the building).
- There are forms that need to be completed as well as a background check that must be passed prior to starting.
- Dress code in the office is business casual, though jeans are allowed on Fridays.
- Interns must have a laptop of their own that they can bring and work on.

Duties will vary and depend on personal strengths and interests but could include:

- Research on various issues and legislation
- Summarizing research and reports and presenting findings/recommendations to the team
- Drafting correspondence and generally providing support regarding district communications (social media, newsletter, etc.)
- Contacting County departments and working to resolve constituent cases
- Attending meetings and legislative sessions and taking notes
- Preparing presentations
- General office organization support (filing, scanning, uploading documents to SharePoint)