



White House Correspondence Associates Program

The Office of Presidential Correspondence (OPC) is currently accepting applications for our Summer Correspondence Associates Program. Correspondence Associates gain professional experience, while also getting unique insight into the Executive Office of the President.

Every day, OPC responds to the thousands of letters, e-mails, and phone calls that President Obama receives. Correspondence Associates are assigned to one of the departments in our office and are tasked with helping staffers support President Obama's effort to maintain a dialogue with the American people. Correspondence Associates may work in:

- Mail Analysis, which replies on behalf of the President on issues ranging from the economy, education, health care, energy and the environment, foreign policy, and civil rights.
- The Agency Liaison office, which works with constituents and federal agencies to facilitate a resolution to their problems.
- The Writing office, which drafts and produces presidential proclamations, messages and greetings.
- The White House Comment Line, which provides the President with rapid-fire feedback from Americans.
- The Gift Office, which documents and catalogues gifts sent to the First Family.

Correspondence Associates serve a minimum of 30 hours per week in the office. The program lasts from May 29, 2012 through August 10, 2012. Applications are due April 1, 2012.

Interested in joining this program? Please email volunteer@correspondence.whitehouse.gov with your name, resume, and a short paragraph indicating your interest in volunteering.