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**INTERNSHIP VACANCY LISTING**

**Week of December 16, 2019**

**MEM-660-19** The Office of Congresswoman Susie Lee is seeking full-time, unpaid Spring 2020 **interns** for our Washington, D.C. office. Responsibilities will include drafting memos and constituent letters, assisting legislative staff with research, answering phones, managing the front office, giving Capitol tours, greeting constituents, and other tasks as assigned.

Preferred candidates are current college students or recent graduates who work well under deadlines, pay close attention to detail, have a strong work ethic, have excellent customer service skills, and work well on a team. Nevada ties are strongly preferred, but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Spring Intern" in the subject line. Please indicate expected start and end dates in your cover letter. No phone calls or walk-ins please.

**MEM-659-19** A senior-ranking Republican member on the Committee of Ways & Means is seeking candidates for full-time or part-time **internships** for Spring 2020. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process.

D.C. responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings. Florida ties are strongly preferred.

Please send your resume and cover letter to [housegopinternshipfl@outlook.com](mailto:housegopinternshipfl@outlook.com). No phone calls or drop-ins will be considered.

**MEM-658-19** The House Veterans' Affairs Committee (Minority) is currently accepting applications for full-time **internships** for the spring 2020 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors.

Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned.

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Previous Hill experience is preferred but not required. Note that Committee internships are unpaid positions.

Please send a cover letter, resume, and short writing sample to: [var.internship@mail.house.gov](mailto:var.internship@mail.house.gov). No phone calls or walk-ins please.

**MEM-657-19** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Positions are available beginning in January 2020. To apply, please send a resume and cover letter to [pa08internships@gmail.com](mailto:pa08internships@gmail.com) with "Legislative Internship Application" in the subject line. In your cover letter please indicate

expected start and end dates and hours available to work. Pennsylvania ties are preferred but not required.

**MEM-656-19** In Congressman Harder's (D-CA) Washington, DC office, this paid **internship** will run from January - May 2020. As an intern, you will gain invaluable work experience by helping the legislative, communications, and administrative teams on an as-needed basis. Hours generally run 9:00 a.m. to 6:00 p.m., but some flexibility is requested.

Intern responsibilities vary and involve a combination of administrative work and assistance to members of staff in more in-depth projects. Every day, interns will answer phones, greet visitors, sort mail, conduct tours, deliver documents, research legislation, draft press releases, manage complex constituent interactions, and draft office correspondence. Our internship program is geared to prepare our interns for a career on the Hill, helping interns gain an in-depth experience on the many other functions of a congressional office.

To apply for an internship in our DC office, please complete and submit the Internship form here [harder.house.gov/services/internships/internship-form](https://harder.house.gov/services/internships/internship-form)

**MEM-654-19** The Republican Staff of the House Oversight Committee is looking for full- and part-time law **clerks** for the **spring** semester. Law clerks will have the opportunity to work with the oversight and policy teams, conducting research, reviewing documents, and preparing for hearings and markups.

Applicants must be current law school students with strong writing skills who are enthusiastic and knowledgeable about the Committee's work. The strongest candidates will also be organized and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee.

Clerkships begin in **January or February and typically run through May**. Specific dates for clerkships will be determined on a case-by-case basis. This is an unpaid position, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to [oversight.committee@mail.house.gov](mailto:oversight.committee@mail.house.gov). Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.

**MEM-652-19** The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time spring 2020 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of

Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

To apply, please send a cover letter, including dates of availability, and one page resume to [Roberto.estrada@mail.house.gov](mailto:Roberto.estrada@mail.house.gov).

**MEM-651-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Spring 2020 in Washington, D.C.

Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please.

Please email [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov), with your resume, cover letter & a 1-2 page writing sample.

**MEM-649-19** Congressman Conor Lamb (PA-17) has Spring 2020 openings for a full-time congressional **intern** in his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January, and a preference for those who can stay at least three months. Pennsylvania ties are a plus but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

Please e-mail a resume and cover letter including desired start date and weekly availability to [lamb.tours@mail.house.gov](mailto:lamb.tours@mail.house.gov).

**MEM-648-19** The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a spring position. This digital internship program includes the

production of high-quality graphics, videos, and demonstratives, as well as rapid response work, filming/post production editing, manual photography, and livestreaming events.

Candidates must possess **STRONG** technical skills, advanced creativity, and a high level of attention to detail. Experience in Adobe Photoshop, Illustrator, Premier Pro, After Effects, LightRoom, InDesign, and Audition a plus. Experience in HTML, CSS, technology and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary's Democratic staff internship program will be providing stipends to spring interns, with additional funds provided to interns with additional demonstrated financial need. The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Email portfolio and resume to [JudPress.Intern@mail.house.gov](mailto:JudPress.Intern@mail.house.gov) with DIGITAL INTERN in the subject line. Portfolio must be included to be considered for the position.

**MEM-647-19** Position: Legislative **Intern**

Description: Southern Republican seeks a highly motivated individual to serve as a paid legislative intern in the Washington, D.C. office.

Requirements: This position requires an individual with excellent communication and writing skills.

Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment.

Office: Ted Budd (NC-13)

Contact: [sam.shumate@mail.house.gov](mailto:sam.shumate@mail.house.gov)

**MEM-646-19** The Office of Congressman H. Morgan Griffith (VA-09) is currently seeking full or part-time unpaid **interns** for his Washington, D.C. office during the spring semester.

Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to [bailey.psuik@mail.house.gov](mailto:bailey.psuik@mail.house.gov). No phone calls or drop-ins, please.

**MEM-645-19** The Office of Congresswoman Kendra S. Horn (OK-5) seeks a Press **Intern** to begin in January in their DC office.

Responsibilities include, but are not limited to, drafting press materials and digital media, compiling press clips, monitoring digital platforms, updating reporter and contact lists, research projects, and other duties as assigned. The Press Intern will also assist in answering phones, coordinating and conducting tours, drafting constituent correspondence letters, and various other tasks. Candidates should have strong writing, organizational, and interpersonal skills as well as the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume and cover letter to [OK05.DCinternship@mail.house.gov](mailto:OK05.DCinternship@mail.house.gov) with “Press Internship” in the subject line. The deadline to apply is January 1, 2020.

**MEM-643-19** The Office of Congressman Ron Estes is currently accepting applications for spring 2020 **interns** in our Washington D.C. office.

**QUALIFICATIONS:**

- Good oral and written communication skills
- Ability to work cooperatively and courteously with others
- Good organizational skills
- Responsible, dependable and willing to learn

**DUTIES:**

- Perform research
- Sort and distribute mail
- Attend committee meetings, intern conferences, and seminars
- Answer the phones
- Record constituent opinions, including their full names, addresses, and all relevant information
- Perform other duties as assigned by staff members

Interns will learn about the legislative process and the many other functions of a congressional office. To apply for an internship in Washington D.C., or ask any questions related to the internship, please send an email to

[collin.harrison@mail.house.gov](mailto:collin.harrison@mail.house.gov) and include your resume, cover letter, and two letters of recommendation. Kansas ties are preferred but not required.

**MEM-642-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Spring 2020 in Washington, D.C.

Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov).

**MEM-639-19** The House Democratic Caucus is seeking a full-time press **intern** to begin January, 2020. Successful applicants will be energetic, highly motivated and have a demonstrated interest in press and political communications. Interns will be directly engaged with Caucus press work and will perform a variety of essential duties.

Responsibilities include, but are not limited to, assisting with press clips, building out press contact lists, drafting media advisories and press releases, transcribing interviews and supporting other team projects as necessary. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills and be able to problem solve and multitask. Proficiency in Spanish is a plus as well as experience in press operations and the congressional process.

Eligibility: All undergraduate-level students as well as recent graduates are eligible to apply.

Application Requirements:

- Resume
- Cover Letter
- 1 writing samples (approximately 1-2 pages)

Deadline: December 19, 2019

Please send completed application materials via e-mail to:  
[CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov)

**MEM-638-19** The Washington, D.C. office of Congressman Mike Johnson (LA-04) is seeking candidates for full-time and part-time **internships** for Spring 2020 with certain positions being paid. Interns will have the opportunity to observe the inner-

workings of a Congressional office while acquiring specific knowledge about the legislative process.

Responsibilities include leading Capitol tours, assisting staff with legislative projects, attending briefings and hearings, answering phones, and working on special projects. Louisiana ties are preferred but are not required.

Please apply online at <https://mikejohnson.house.gov/services/internships>.

**MEM-636-19** The House Small Business Committee Minority Staff is currently looking for full-time **interns** for the spring 2020 semester (January – May).

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, and other tasks. This internship is open to undergraduates (juniors and above) and recent graduates. The office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Please note that this internship is unpaid.

If you would like to be considered, please submit a one-page resume and cover letter to [housesmallbusinessinternship@gmail.com](mailto:housesmallbusinessinternship@gmail.com) and include “Spring 2020 Internship Application” in the subject line of the email.

**MEM-635-19** Congresswoman Elaine G. Luria (VA-02) Member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks paid **interns** for her Washington DC office.

Responsibilities may include answering phones, leading Capitol tours, up-keeping constituent mail and correspondence, preparing memoranda, attending briefings and hearings, and assisting staff with legislative projects. Qualified candidates should be motivated, detail-oriented, a team player, outgoing, and possess strong oral and written communication skills. Virginia ties are a plus but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [VA02DC.Interns@mail.house.gov](mailto:VA02DC.Interns@mail.house.gov) with “Your Name: VA-02 Spring Internship” in the subject line. Please no drop-ins or phone calls.

**MEM-634-19** Congressman Bill Huizenga (MI-02) is seeking Full time or Part Time Paid **interns** for Spring 2019 in Washington, D.C.



Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Michigan ties are encouraged but not required. No phone calls or drop ins, please.

To apply, email a single PDF including your resume and cover letter listing your availability to [Jared.Wood@mail.house.gov](mailto:Jared.Wood@mail.house.gov)

**MEM-633-19** “Republican office looking for paid interns for the Spring 2020 semester. Please email [abigail.michos@mail.house.gov](mailto:abigail.michos@mail.house.gov)”

**MEM-632-19** “Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Responsibilities include but are not limited to: Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time internship positions are available beginning in January 2019. To apply, please send a resume and cover letter to [Trevor.Ray@mail.house.gov](mailto:Trevor.Ray@mail.house.gov) with the phrase “Internship Application” in the subject line.”

**MEM-631-19** The House Democratic Policy & Communications Committee (DPCC) seeks a Press **Intern** to begin in January.

Responsibilities include, but are not limited to, drafting press materials, media monitoring, maintaining website and digital platforms, updating reporter and contact lists, coordinating events, research projects, prepping for meetings, and other duties as assigned.

Candidates should have strong writing, organizational, and interpersonal skills as well as the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume and cover letter to [dpcc@mail.house.gov](mailto:dpcc@mail.house.gov) with the subject line “DPCC Internship.”

**MEM-630-19** The House Democratic Policy & Communications Committee (DPCC) seeks a

Digital **intern** to begin in January.

Responsibilities include, drafting press materials, media monitoring, assisting with maintaining website and digital platforms, clipping videos, drafting digital content, and other duties assigned.

Candidates must be proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere, and After Effects) and have strong writing, organizational, and interpersonal skills as well as the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume, cover letter, graphic and video sample to [dpcc@mail.house.gov](mailto:dpcc@mail.house.gov) with the subject line “DPCC Internship.”

**MEM-628-19** The House Foreign Affairs Committee Majority Staff is currently looking for a legal **intern** for the Spring 2020 semester.

In addition to providing administrative and operations support to the committee as needed, the legal intern will work closely with the Counsels team with research projects, drafting legislation, providing support for full committee markups and hearings, and attending meetings and briefings. Candidates should be current law students and require little supervision. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include “Spring 2020 Legal Internship Application” in the subject line of the email.

**MEM-627-19** The Office of Congressman Tom Malinowski (NJ-07) is currently seeking qualified candidates for their Spring 2020 **internship** program in their Somerville, NJ District Office. This internship runs from January to May. Ideal candidates will be professional, motivated, dependable, a team player, and be able to show strong written and verbal communication skills.

Responsibilities include, but are not limited to: answering phones, assisting casework staff with constituent correspondence, data entry, assisting in administrative tasks and community engagement and outreach.

Applicants should be able to commit to a part-time schedule (15-25 hours per week). Applicants with New Jersey ties and have previous internship/ work experience are a plus, but not required.

Interested applicants should e-mail a cover letter (1 page only), resume, writing sample and available dates in a single PDF document to [Leah.Hoogerhyde@mail.house.gov](mailto:Leah.Hoogerhyde@mail.house.gov) with “(Last name) – Spring 2020 Internship” in the subject line.

No calls or drop ins. Deadline to submit applications is Dec. 10th.

**MEM-624-19** “Congressman Paul Cook (CA-08) is seeking a highly motivated **intern** to join his Apple Valley, California district office for a three month period. Candidates should be motivated, professional, quick learners and phenomenal team players. Strong oral and written communication skills and close attention to detail are important.

Duties can include answering constituent phone calls, assisting congressional staff with constituent casework, attending events throughout the community, sorting and distributing mail, and any other tasks assigned by staff. There are both full-time and part-time positions available.

Please email a resume with dates of availability to [Samuel.Shoup@mail.house.gov](mailto:Samuel.Shoup@mail.house.gov)”

**MEM-623-19** A senior-ranking Republican member on the Committee of Ways & Means is seeking candidates for full-time or part-time **internships** starting in January. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process.

D.C. responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings. Florida ties are strongly preferred.

Please send your resume and cover letter to [housegopinternshipfl@outlook.com](mailto:housegopinternshipfl@outlook.com). No phone calls or drop-ins will be considered.

**MEM-619-19** The House Committee on Oversight and Reform Majority Staff seek a motivated and reliable student to fill a full-time digital **intern** position in the spring. Intern responsibilities include, but are not limited to, content creation, website maintenance, analytics, photography, videography, and performing other press and administrative tasks as necessary.

Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-618-19** The House Committee on Oversight and Reform Majority Staff seek a detail-oriented student with a passion for communications to fill a full-time press **intern** position in the spring.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. This position reports to the deputy press secretary and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-614-19** We are currently looking for spring **interns** in Congressman Steven Palazzo's office in Washington, D.C. Please email your resume, cover letter, references, and application to [Bailey.senyitko@mail.house.gov](mailto:Bailey.senyitko@mail.house.gov).

Here is a link to the application:  
[https://palazzo.house.gov/uploadedfiles/intern\\_application\\_dc\\_office\\_.pdf](https://palazzo.house.gov/uploadedfiles/intern_application_dc_office_.pdf)

**MEM-612-19** Position: Spring Congressional **Internship** – Bruce Westerman (AR-04)  
Description: Congressman Bruce Westerman (AR-04) is currently accepting applications for his spring 2020 paid Policy and Press Internship positions in his Washington, D.C. office. He is seeking highly qualified candidates who are motivated, detail-oriented, and personable.

The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest.

Responsibilities will include answering the phone, leading tours of the Capitol, assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Candidates with particular policy interests in natural resources, forest management, transportation and infrastructure, or health care, as well as those interested in a more press/media-focused internship should apply. Arkansas ties are preferred, but not required.

Interested candidates should email a resume and cover letter to [westerman.internship@yahoo.com](mailto:westerman.internship@yahoo.com)

**MEM-610-19** Position: California Republican seeks Spring 2020 **Interns**

Description:

California Republican is currently accepting applications for full/part-time interns in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities

will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other functions of a congressional office.

Internships are paid and/or the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to [CAGOPInternship@gmail.com](mailto:CAGOPInternship@gmail.com).

**MEM-608-19** The Republican staff of the House Committee on the Budget is currently accepting applications for Spring 2020 **interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include but are not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects.

Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those generally interested in public policy are strongly encouraged to apply. Course credit may be available through your school. The deadline to apply is December 22, 2019. Applicants should email a resume, cover letter, one page writing sample and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov).

Please visit [republicans-budget.house.gov](http://republicans-budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships may be available to students working full-time and not receiving course credit.

**MEM-605-19** **Internships** are available in Congresswoman Scanlon's Washington, DC office for college students and recent graduates.

Duties include, but are not limited to:

- Constituent correspondence
- Leading tours of the Capitol
- Drafting constituent correspondence
- Researching legislative issues

DC based interns will have the opportunity to attend hearings and briefings. Ideal applicants will be motivated team players with strong communication skills and have a demonstrated interest in government and public service.

Generally, internship hours run from 9:00 AM to 6:00 PM on days that Congress is in session and from 9:00 AM to 5:00 PM on days when Congress is not. Hours and start dates can be adjusted to accommodate class schedules.

Interested in applying?

Please submit a resume, cover letter, unofficial school transcript, two references, and a short writing sample to [Maddie.Daly@mail.house.gov](mailto:Maddie.Daly@mail.house.gov). Please include availability in cover letter.

**MEM-604-19** The Office of Congresswoman Susie Lee is seeking full-time, unpaid Spring 2020 **interns** for our Washington, D.C. office. Responsibilities will include drafting memos and constituent letters, assisting legislative staff with research, answering phones, managing the front office, giving Capitol tours, greeting constituents, and other tasks as assigned.

Preferred candidates are current college students or recent graduates who work well under deadlines, pay close attention to detail, have a strong work ethic, have excellent customer service skills, and work well on a team. Nevada ties are strongly preferred, but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Spring Intern” in the subject line. Please indicate expected start and end dates in your cover letter. No phone calls or walk-ins please.

**MEM-488-19** The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate **interns** and fellows for spring of 2020. Specifically we are seeking general undergraduate interns, graduate and legal interns and fellows for the labor policy team, graduate and legal interns and fellows for the health policy team and graduate and legal interns and fellows for the oversight team. Interns perform a variety of tasks that support the staff in our legislative and media work.

Legislative tasks may include, but are not limited to: legislative research and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips.

Applicants who are applying for graduate internships or fellowships should be able to demonstrate academic or professional exposure to the subject matter of

the team to which they are applying. Fellows must be participating in an established fellowship program. Applicants should be able to start in January and commit through April/May.

Interested applicants should email their cover letter, resume and internship applicant information form to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov) and indicate, in the subject line of the email, to which position they are applying.

Please also include 'Spring 2020' in the subject line. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <https://edlabor.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 1, 2019.

The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. "Bobby" Scott (D-VA) serves as Chairman.

**MEM-416-19** The Democratic Staff on the House Education and Labor Committee seeks a health care **intern/fellow**. This position will work on the health team. Candidates should have familiarity with health policy, including the Affordable Care Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact health and human services policy is preferred. Prior Hill experience or policy experience is also preferred.

Tasks will include supporting the development of legislation regarding health policy, conducting issue and legislative research, and preparing written materials and legislative analyses. Applicants should be available to start in September 2019 and commit through December 2019.

To apply, applicants must submit the internship applicant information form (<https://edlabor.house.gov/about/internships/form>), a resume and a short writing sample. The office is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.

Please email resume and writing sample to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov) with "Health Policy Intern/Fellow" in the subject line.