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INTERNSHIP VACANCY LISTING

Week of November 26, 2018

MEM-449-18 U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON HOMELAND SECURITY – Democratic Staff
POSITION DESCRIPTION

JOB TITLE:
Spring 2019 **Intern**

SUMMARY:

Interns are responsible for providing Senior and Professional Staff with policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Performs legislative and policy research.
- Assists with the coordination and production of hearings and bill markups by:
 - o Researching background on witnesses and hearing topics.
 - o Finalizing documents for Members and Committee Staff.
 - o Delivering said documents to Members of the Committee.

- Oversees physical and digital Correspondence to and from the Committee.
- Conducts clerical work for the Office Manager and staff by:
 - o Answering Phones
 - o General office tidiness and maintenance
- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities.

QUALIFICATIONS:

Must be at least a Sophomore in college. Coursework and experience in Political Science, Government Affairs, Homeland Security Issues or a related field is preferred. Strong organizational skills; excellent oral and written communication skills; the ability to perform under pressure and tight deadlines. Must be familiar with Microsoft Office.

Applicants should send a resume, cover letter, and writing sample to Amanda.Mims@mail.house.gov

MEM-447-18 Spring Press Internship in Rep. Veasey's DC Office (D-TX)
Rep. Veasey's office is looking for a full-time press **intern** who would complete a six-month internship focused on gaining experience drafting press releases, social media posts, creating videos and graphics. The position would also include opportunities to pitch local press, and organize events and press conferences for the Blue Collar Caucus and Voting Rights Caucus. Candidates with writing, digital and media background are encouraged to apply. Please send resumes to: luke.dube@mail.house.gov

MEM-446-18 TITLE: Congressional **Intern**
REPORTS TO: Intern Coordinator

CORE RESPONSIBILITIES:

- to assist in performing research, processing the mail, data entry, reception duties and other office errands.

QUALIFICATIONS:

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.

DUTIES:

- performs research (CRS, the Library of Congress, MIN, or other available resources);
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;

- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greets visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Congressman Dan Newhouse (WA-04) is seeking unpaid interns for Spring 2019 in Washington, D.C. Interns will assist the legislative and administrative staff with various duties. Some duties include: attending briefings, answering phones, conducting Capitol tours, drafting constituent correspondence letters, and performing legislative research and analysis. We're looking for responsible individuals that are dependable, organized, and willing to learn. Internships are open to undergraduate students and college graduates. Washington state ties are encouraged but not required. To apply, please email a cover letter and resume to: Johnny.Alavez@mail.house.gov

MEM-445-18 The Office of Congresswoman Gwen Moore (WI-04) is seeking highly motivated **interns** for Spring 2019 (starting January 2019). Qualified candidates will be dependable team players capable of excelling in a fast paced office and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with Legislative Assistants on relevant issues. This position's responsibilities include serving as a primary contact with constituents, greeting visitors, providing Capitol Tours, and assisting with projects assigned from other staff members. These projects often include assisting with data entry or drafting correspondence. Interns will have the ability to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the opportunity to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus. Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to maryah.thompson@mail.house.gov with "Spring 2019 Internship" in the subject line. Please note, this is an unpaid internship and we strongly encourage applicants to apply for academic credit.

MEM-444-18 The Democratic Staff of the Committee on Rules is seeking full-time and energetic **interns** to start in January. The interns will work with staff to prepare materials for committee meetings, process incoming amendments to bills, conduct research projects, answer phones, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must

have a positive attitude and be willing to perform a variety of tasks. Interested candidates should submit a cover letter and resume to RulesInternDem.Application@mail.house.gov.

We are an equal opportunity employer that welcomes diverse applicants. A stipend will be available for qualified candidates. No calls or drop-ins please.

MEM-435-18 Ohio Democrat is seeking **interns** for the winter/spring semester of 2019. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Qualifications: Interns must have a pleasant attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail.

9th District Ohio ties a plus!

Please email Courtney.Hruska@Mail.house.gov with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

MEM-434-18 The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Spring 2019 (starting January 2019). Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.

Intern responsibilities include:

- * Social media content development
- * Event photography
- * Compiling press clips
- * Clipping videos
- * Creating graphics
- * Drafting press releases
- * Answering phones

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to GwenMoorePress.Moore@mail.house.gov with "Spring 2019 Press Internship" in the subject line. We also recommend, but do

not require, applicants submit 1-3 sample graphics. Please note, this is an unpaid internship and we strongly encourage applicants to apply for academic credit.

MEM-433-18 The leaders of the Sustainable Energy and Environment Coalition—a 57-member caucus focused on energy and environmental policy—are looking for a **fellow** to help serve caucus offices during the spring of 2019. The fellow would help lead caucus policy initiatives, help facilitate SEEC’s communications work, and help manage SEEC events including member meetings, staff meetings and policy briefings. During their time with the caucus, this fellow would have the opportunity to build relationships with 57 plus member offices and off-Hill organizations that work in the energy and environmental space, among other connections. The experience will give this person an inside look at policy development and a better understanding of how Congress works, in addition to expanding the fellow’s Hill network.

The fellow would be placed in the Washington DC office of a Member of Congress serving in SEEC leadership. The fellow would need to be able to serve from January through May of 2019, but could arrange to stay longer or start earlier. An earlier start date would benefit the fellow by allowing training time and planning experience ahead of the 116th Congress, better allowing the fellow to hit the ground running in January 2019. If interested, please submit a resume and cover letter to the below noted email address. Currently this position is unpaid.

For more information or to submit an application, please email SEECFellow@mail.house.gov with the subject line “SEEC Fellowship Opportunity”.

MEM-432-18 Congresswoman Tulsi Gabbard (HI-02) is currently seeking candidates for the 2019 Winter/Spring **internship** program in her District Office in Hawai‘i. Students will be given the opportunity to:

- Learn about the day-to-day operations of a Congressional District Office
- Research important legislative and local issues
- Develop practical communication skills in writing and speaking
- Assist district staff in helping constituents work with federal agencies
- Attend official functions and events with district staff or Congresswoman Gabbard
- Earn academic credit when available

Interested students may apply through our website. Applications will be accepted on a rolling basis. We are currently advertising for the Winter/Spring semester; however, candidates for our Summer programs are also welcome to apply early.

This is an unpaid internship. We offer flexible scheduling based upon the student's schedule, and work with each student to secure academic credit when available.

Please feel free to direct your questions about the internship program to TulsiHawaiiOffice@mail.house.gov or 808-541-1986.

MEM-427-18 The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a digital/press **intern** who can assist in executing an aggressive communications strategy. Applicants should have excellent organizational skills and strong research, writing, and communication skills. Ideal candidates are college students, recent graduates, or graduate students with experience using the Adobe Suite – especially Adobe Premiere. Graphic design and photography experience are a plus. Start date is early January. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

Primary Duties:

- Assisting with graphic design, video production, video editing
- Drafting social media content (i.e. facebook, twitter, instagram)
- Taking photos of and recording events
- Managing press lists, including creating issue-specific press lists
- Compiling press clips, assisting with other Comms Shop projects

Please email a resume, cover letter, and writing sample to nyinterns18@gmail.com with the subject line "PRESS INTERNSHIP" by December 2nd.

MEM-426-18 The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking both full and part time legislative **interns** for SPRING 2019. Start date in January and applicants must be a college sophomore or higher.

Typical tasks include answering phones, drafting letters, attending briefings and writing memos, guiding Capitol Tours, batching constituent mail, and assisting staff with various special projects. Successful interns must be professional, self-motivated, eager to learn, work well under pressure, and detail-oriented. An interest in politics and a positive attitude is a must! NY ties are preferred but not required.

This internship provides invaluable professional experience, daily interaction with Capitol Hill staff and officials, and the opportunity to be at the center of American politics. Optional academic credit is also available.

Minorities, women, and LGBTQ persons are strongly encouraged to apply.

Applicants should email a cover letter and resume to nyinterns18@gmail.com with the subject line “LEGISLATIVE INTERNSHIP” by December 2nd.

MEM-425-18 Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the spring term (January – May 2019). Strong written and verbal communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Philadelphia or Pennsylvania ties strongly preferred but not required. Minorities, women, and LGBTQ persons are strongly encouraged to apply. Qualified candidates should send a resume and cover letter to Chandler.Mason@mail.house.gov with the subject line “Spring 2019 Internship.”

MEM-424-18 The Office of Congresswoman Linda Sánchez (CA-38) is currently accepting applications for a full-time **internship** for Spring 2019 in our Washington D.C. office. Ideal candidates will possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Primary responsibilities will include processing mail, greeting visitors, answering phones, leading Capitol tours, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability to DCInternship.CA38@mail.house.gov with “CA38 Internship” in the subject line.

MEM-423-18 The Office of Congresswoman Ann Wagner (MO-02) is currently seeking full or part-time spring **interns** for her Washington D.C. office.

Applicants must be highly motivated, professional, dependable, and possess strong communication skills. Duties include, but are not limited to, corresponding with constituents, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner.

Successful candidates will be personable, detail-oriented, willing to learn, and have a strong interest in the legislative process. Interns will work in a fast-paced environment and have the opportunity to learn more about the legislative process.

Missouri ties are preferred but not required. Interested applicants should email a resume with the subject line “D.C. Fall 2019 Internship” to Ben Nyce at ben.nyce@mail.house.gov.

MEM-421-18 The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Spring 2019. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in August until the end of December. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line “D.C Spring 2019 Internship” to fl.demresume@gmail.com. Florida ties are a plus but are not required.

MEM-420-18 Congressman Dave Loebsack (IA-02), is currently hiring spring **interns** for his Washington, D.C. office. Responsibilities include but are not limited to: maintaining the front office, greeting visitors, processing constituent correspondence, writing letters, attending hearings and briefings, and answering the main office phone line. Interns will have the opportunity to learn about the legislative process and the federal government by working closely with legislative, communications and constituent services staff members. Candidates should be current or recent college students, regardless of major but with an interest in Congress and the legislative process. Full time availability is preferred, but part-time candidates are encouraged to apply as well.

To apply please email your cover letter, resume, and a short writing sample to LoebsackInternship@mail.house.gov. Please include any Iowa connections in the body of the email. No phone calls or drop-ins please.

MEM-417-18 CORE RESPONSIBILITIES:

- To assist in performing research, processing the mail, data entry, reception duties and other office errands.
- To assist the legislative team by drafting memoranda on legislation, votes, research projects, and an assigned policy proposal.

QUALIFICATIONS:

- Good oral and written communication skills;
- Ability to work cooperatively and courteously with others;

- Good organizational skills; and
- Responsible, dependable and willing to learn.
- Hawai'i ties preferred, but not required.
- Prior Hill experience a plus

DUTIES:

- Performs research (CRS, the Library of Congress, MIN, or other available resources);
- Answers the telephones, and sorts and distributes mail;
- Attends committee meetings, intern conferences, and seminars;
- Performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- Drafts memoranda on vote recommendations, cosponsor requests for legislation, and other research projects as assigned;
- Creates a policy proposal for a bill with the help of legislative staff; and
- Performs other duties as assigned by the Intern Supervisor.

Interested applicants should send a resume and cover letter to Patrick.Koetzle@mail.house.gov.

MEM-416-18 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Spring of 2019 in the Washington D.C. office. Ideal candidates will be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required. Email resumes and availability to patrick.konrath@mail.house.gov.

MEM-414-18 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Spring 2019 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Serving as an intern in a Congressional office is an exciting opportunity! Our interns are provided with first hand experiences and gain invaluable insight into the legislative process, the importance of casework and the value of constituent and community outreach.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail, and digital media expertise. Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus.

To apply, please send a cover letter, a resume and a list of references to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202)225-4016.

MEM-413-18 The Office of Congresswoman Gwen Moore (WI-04) is seeking a Spring 2019 **press intern** to assist with a fast-paced communications operation starting in January 2019. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidate will also be expected to perform standard administrative duties.

Intern responsibilities include:

- Social media content development
- Event photography
- Compiling press clips
- Clipping videos
- Creating graphics
- Drafting press releases
- Answering phones

Interested applicants should email a cover letter, resume, a 1-3 page writing sample and dates of availability to

GwenMoorePress.Moore@mail.house.gov with "Press Internship" in the subject field.

MEM-412-18 The Office of Congresswoman Tulsi Gabbard (HI-02) seeks a **Press Intern** for the spring semester of 2019 in the Washington, DC office. Primary responsibilities will include: compiling and distributing daily news clips, media monitoring, drafting graphics, social media content, press releases, and floor speeches. Candidates must have strong written and verbal communication skills as well as the ability to work under tight deadlines. Hawaii ties are preferred, but not required. Please send a resume, brief cover letter, two short writing samples, and availability to Lauren.McIlvaine@mail.house.gov with the subject line "Press Intern" by November 30.

MEM-409-18 A North Carolina Congresswoman is seeking four to five Spring 2019 **interns** for a Congressional Internship Program in DC. Interns will have access to the various functions of a congressional office including administration, legislative, and

communications. You will have opportunities to learn about the legislative process, work with constituents, and work with our communications team. Diverse applicants are encouraged to apply.

RESPONSIBILITIES INCLUDE:

- Administration
 - o Managing constituency,
 - o Answering and logging phone calls,
 - o Managing and logging incoming and outgoing mail.
 - o Tours and greeting constituents
- Legislative
 - o Policy research and writing
 - o Research various policies both within and out of priorities.
 - o Write draft memos for the legislative team
 - o Attend legislative briefings and conduct written reports
- Communications
 - o Draft tweets, talking points, social media posts.
 - o Assist in the creation of flyers.
 - o Work closely with Press Fellow and Press Secretary
- Other responsibilities as needed.

To apply please send a resume, a writing sample, and a list of references to NChousejobs@gmail.com. In the subject line please put the following: "Internship Application for Spring 2019".

MEM-408-18 U.S. Rep. Bill Pascrell, Jr. (D-NJ), member of the Ways and Means Committee, seeks spring semester **interns** for his Washington, DC office. This internship term runs from January through May. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. Ties to New Jersey are strongly preferred, but not necessary.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee and as the Ranking Member on the Ways and Means Subcommittee on Trade. He holds a leadership position on the Democratic Steering and Policy Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses. Interested applicants should send a resume and cover letter to Christopher Hadad

Christopher.Hadad@mail.house.gov). All applications are due by November 30th, 2018.

MEM-407-18 Congressman Vern Buchanan is looking for looking for full time, unpaid **interns** for his Washington DC office. Candidates should be motivated, flexible and detailed oriented with immediate availability. Florida ties are a plus but not required.

Intern responsibilities include answering constituent phones, leading Capitol tours, upkeeping mail databases, writing memo's, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills.

Please email your resume, available start date, and weekly availability to housegopinternshipFL@outlook.com.

MEM-406-18 The office of Congressman Jim Costa (D-CA) is currently seeking an unpaid **Intern** for the Winter/Spring Semester. This is an excellent opportunity for college students or recent graduates who want Hill experience. Interns will be expected to assist legislative staff, while also performing administrative tasks such as answering phones, sorting mail, etc. Individuals who are motivated, dependable, and have good communication skills are encouraged to apply. Potential schedules may be determined upon interview, but a minimum commitment of 32 hours per week is requested. Qualified candidates must be friendly, organized, and responsible, possess the ability to multi-task and a good sense of humor is always a plus. California ties are preferred but not required. Please send your resume, cover letter, a writing sample (no more than 3 pages), and your dates of availability to californiamoderate@gmail.com.

MEM-401-18 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 unpaid, but 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.

- MEM-400-18** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Spring of 2019 in the Washington D.C. office. Ideal candidates would be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required. Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.
- MEM-399-18** The Office of Congressman Elijah E. Cummings (MD-07) seeks dedicated, detail-oriented, and energetic undergraduate students for his **internship** program in his Washington, DC office. Applicants are to possess strong interpersonal skills, the ability to manage multiple tasks, strong writing skills, and a solid work ethic. Responsibilities include but are not limited to: answering phones, assisting with greeting constituents and visitors, supporting legislative staff with research, attending congressional briefings and hearings, drafting constituent correspondence on a variety of issues, and other duties as necessary. Full-time and part-time internship positions are available beginning in January 2019. To apply, please visit <https://cummings.house.gov/services/internships>. In order to be considered for the positions, you must thoroughly submit the application located on this page.
- MEM-398-18** The Office of Congressman Elijah E. Cummings (MD-07) seeks a dedicated, detail-oriented, and energetic law student to be a **fellow** in his Washington, D.C. office. Applicants are to possess strong interpersonal skills, the ability to manage multiple tasks, advanced writing skills, superb research abilities and demonstrate a solid work ethic. Applicants must also be enrolled in good standing at an accredited law school. Reporting directly to the Legislative Director, responsibilities include but are not limited to: supporting the Legislative Director and Counsels with legislative and legal research, assisting in developing legislation, attending congressional briefings and hearings, participating in meeting preparation, composing memos and letters, and other administrative duties as assigned. This full time or part-time position is available beginning in January 2019. To apply, please visit <https://cummings.house.gov/services/internships>. Please thoroughly complete the application and submit that information for consideration. In order to be considered for the position, you must thoroughly submit the application located on this page.
- MEM-397-18** Chicago based Democrat Mike Quigley (IL-05) is seeking **interns** for the spring semester in his Washington, DC office. Candidates should possess an interest in

the legislative process, excellent writing and communication skills, and a desire to work in a fast-paced environment.

Interns will work closely with the Congressman's legislative team to conduct research, draft letters and policy memos. Responsibilities also include answering phone calls, drafting constituent correspondence, leading tours of the U.S. Capitol, and related administrative work. Interns will have the opportunity to attend briefings, hearings, and other legislative events.

Individuals with Chicago ties are strongly encouraged to apply. Qualified candidates should email their cover letters and resumes to Isabella.Spinozzi@mail.house.gov with the subject "Fall Internship Application." Although our application process is rolling, please be advised that preference will be given to those who submit their applications by November 16th.

MEM-396-18 The office of Congressman Emanuel Cleaver, II (D-MO) is looking for congressional **interns** to join our team for the Spring 2019 semester. This is a unique opportunity to gain firsthand experience on what it takes to operate a congressional office. Interns will have access to special events, briefings, and hearings that cover a variety of issues taking place domestically and globally. Interns will work alongside our congressional team assisting with a number of projects that may include research, compiling news clips, guiding tours of the Capitol, drafting reports to be presented to the Congressman, and additional administrative tasks. Successful candidates will have an interest in politics, communications, new media, and should be excellent writers. Interested applicants should email their resume, cover letter and two writing samples to Herline.Mathieu3@mail.house.gov. Please include (Cleaver Internship Spring 2019) in the subject line.

MEM-395-18 The Office of Congressman Tom Suozzi (NY-03) is currently seeking full or part-time **interns** for his Washington, D.C. office for the Spring of 2019. Applicants should possess strong written and verbal communication skills. Interns will get to work in a fast-paced environment and learn how a Congressional office operates. Responsibilities include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, leading Capitol tours, assisting with constituent relations, and managing the front office. The internship gives students the opportunity to interact directly with the inner workings of Capitol Hill and the legislative process. Internships are unpaid, and New York ties are preferred but not required. Please send your resume and cover letter to michael.christesen@mail.house.gov with "Internship Application" in the subject line.

MEM-373-18 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time **Legislative Interns** in our Washington, D.C. office to start in January or February. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong oral and written communication skills, and are committed to public service. Wisconsin ties are a plus! Candidates of all backgrounds are encouraged to apply. To apply, please submit a form on our website at: <https://pocan.house.gov/services/internships/congressional-internship-application> or send a resume, cover letter, and a brief writing sample to Sydney.Scott@mail.house.gov with “2019 Pocan Winter/Spring Internship” in the subject line. Applications will be reviewed on a rolling basis.

MEM-359-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and **fellows** for the Spring of 2019. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the labor policy 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 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 jobs_ewdems@mail.house.gov. 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 <http://democrats.edworkforce.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 2, 2018.

MEM-316-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

