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**INTERNSHIP VACANCY LISTING**

**Week of April 13, 2020**

**MEM-138-20** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time **internship** for Summer 2020. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be available to work full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [Candyce.Phoenix@mail.house.gov](mailto:Candyce.Phoenix@mail.house.gov) with “Summer 2020 Internship Application” in the subject line. No phone calls or drop-ins, please.

**MEM-134-20**    **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;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Congressman Dan Newhouse (WA-04) is seeking paid interns for Summer 2020 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](mailto:Johnny.Alavez@mail.house.gov)

**MEM-130-20** “The office of Congresswoman Susie Lee is seeking summer **interns** for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, giving Capitol tours, greeting constituents, assisting legislative staff with research, and other tasks as assigned.

Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

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

**MEM-127-20** Congressman Dan Meuser (PA-09) seeks applicants for full-time and part time paid **internships** for the Summer 2020 session in his Washington, D.C office. Interns will assist with legislative and administrative tasks by conducting research, attending briefings, answering phones, leading tours, drafting letters, among other tasks. Pennsylvania ties are preferred but not required.

Interested candidates should send a cover letter and resume to [PA09Jobs@mail.house.gov](mailto:PA09Jobs@mail.house.gov). Please no drop-ins or phone calls.

**MEM-125-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position in the summer.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the digital press secretary. 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-124-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position in the summer. The ideal

candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment.

Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the 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-110-20** The office of Congresswoman Kendra S. Horn (OK-05) is seeking full-time and part-time Summer 2020 **Interns** for our Washington, D.C. office. The internship will run from May to August. We are looking for highly motivated, personable, and professional interns.

Responsibilities include answering the phones, leading tours of the Capitol, managing the front office, attending briefings, and supporting staff as needed. Our interns are provided with first hand experiences and gain invaluable insight into the legislative process while working in a fast-paced, community-oriented office.

Preferred candidates are current students or recent graduates who are detail-oriented, have a strong work ethic, good writing skills, and can work collaboratively as part of a team. Oklahoma 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.

To apply, please send a resume, cover letter, two writing samples (1-2 pages), three professional references, and your availability with the subject line “Spring Internship Application” to [OK05.DCinternship@mail.house.gov](mailto:OK05.DCinternship@mail.house.gov). The deadline to apply is April 15, 2020.

Please note whether you are applying for outside funding and the deadlines that need to be met. No phone calls or drop-ins, please.

**MEM-090-20** The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal 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.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

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). Please, also, include two short, relevant writing samples in your application materials. Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.

**MEM-070-20** The Office of Congresswoman Linda T. Sánchez is currently accepting applications for a full-time legislative **internship**. The internship is paid and offers metro reimbursement.

Ideal candidates should 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 in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with “CA-38 Summer Internship” in the subject line.

The application deadline is Friday, April 17th.

**MEM-069-20** The Office of Congresswoman Linda Sánchez is seeking a highly motivated, proactive Summer Press **Intern** with strong writing and organizational skills. The internship is paid and offers metro reimbursement.

Duties include assisting the Chief of Staff and Press Secretary with day-to-day operations – including but not limited to: creating daily social media and video content, tracking press clips and traffic on social media, and drafting press releases, op-eds, newsletters and video scripts.

Responsibilities may include creating, drafting and posting content on all platforms and growing the Congresswoman’s e-newsletter program and updating the website. Ideal candidates are politically savvy, detail-oriented and creative self-starters familiar with social media and digital trends.

Interested applicants should send a resume, cover letter with their availability, and three digital or writing samples in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with “CA-38 Summer Press Internship” in the subject line. The application deadline is Friday, April 17th.

**MEM-065-20** The Office of Congresswoman Linda T. Sánchez is currently accepting applications for a full-time paid **internship**. Ideal candidates should 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 in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with “CA-38 Summer Internship” in the subject line.

The application deadline is Friday, April 17th, 2020.