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INTERNSHIP VACANCY LISTING

Week of June 8, 2020

MEM-163-20 The Office of Congressman Harris is currently seeking candidates for their Fall 2020 **Internship** Program in their three District offices, located throughout the Eastern Shore of Maryland.

Minimum requirements include:

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task and prioritize
- Strong writing and speaking skills
- Familiarity with Microsoft Office including Outlook and Excel

Intern responsibilities may include:

- Providing excellent service to constituents in-person and over-the-phone including greeting constituents and answering telephones
- Opening and directing mail
- Entering computer data
- Responding to constituent requests
- Assisting with special projects, including legislative research
- Assisting with constituent casework

- Involvement with additional special projects important to the Congressman's office

A Congressional Internship is a valuable way to understand Congressional office operations, the legislative process, and the importance of serving others.

Interested applicants should visit harris.house.gov to read additional details about the internship application and email a completed application to jonathan.glaser@mail.house.gov

MEM-161-20 The Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade is seeking one full-time **intern** based in Washington, D.C. The Intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is telework eligible and will be from June to September 2020. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to, answering phones, providing administrative and research support to staff, and assisting with subcommittee hearings and events, among other office and research tasks. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to WHEMjobs@gmail.com with the subject line "Summer 2020 Internship Application." Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date.

Please apply by June 12th. No calls or drop-ins.

MEM-160-20 Congressman Ron Kind's Washington, DC office seeks a paid legislative **fellow** to work on his Ways and Means Health Subcommittee portfolio for the rest of 2020. The fellow will assist the Member and staff with all aspects of health care policy, with a particular focus on Medicare policy. The fellow will assist with analyzing and developing legislation, drafting memos and letters, and attending constituent meetings.

Candidates should have strong writing and organizational skills, operate well in a fast paced environment, and work well as part of a team. Applicants must be detail oriented, maintain strict confidentiality and exceptional communication

skills. Experience in health policy or a graduate degree in a relevant field preferred.

To apply for a fellowship, please send a cover letter and resume to carter.macleod@mail.house.gov

MEM-158-20 The House Judiciary Committee Democratic staff are looking for **interns** for the fall semester. The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

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. The deadline to apply for the fall semester is June 15, 2020. To learn more and apply, click here judiciary.house.gov/about/internship-opportunities.htm

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently planning on having a remote internship for the Fall of 2020. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.

MEM-153-20 The Office of Congressman Harris is currently seeking candidates for their Fall 2020 **Internship** Program in their three District offices, located throughout the Eastern Shore of Maryland.

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- Strong writing and speaking skills
- Familiarity with Microsoft Office including Outlook and Excel

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MEM-150-20 U.S. Congresswoman Katie Porter's Office is seeking highly motivated undergraduates and recent graduates for her DC office **internship** program for the months of June and July.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected to work from 9 am to 6 pm. Currently this is a remote internship opportunity, but it may transition to an in-person internship. A monthly stipend will be provided.

To apply for an internship , please:

Email a cover letter, resume, and two references to

CAFreshman.Internship@Mail.house.gov with "Summer Internship" in the subject line.

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Porter's office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply.

MEM-149-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** 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, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

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. 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.