



House Vacancy Announcement and Placement Service (HVAPS)

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Washington, D.C. 20515
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Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of November 12, 2018

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-393-18** Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 2019 term from January to May. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, Congressional hearings, and press events. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and excellent written and oral communication skills. Those interested should send a resume and cover letter to marshall.stallings@mail.house.gov. Applications are reviewed on a rolling basis, with an application deadline of mid-December. The position is unpaid and is open to current college students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate class / work schedules. State ties preferred but not required.

MEM-392-18 The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, 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 hannah.cooke@mail.house.gov. No phone calls or drop-ins, please.

MEM-391-18 The Office of Congressman Roger Williams (TX-25) is currently seeking candidates for an unpaid **internship** for the 2019 Spring semester in our Washington D.C. office. Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner. Successful candidates will be personable, flexible, detail-oriented, willing to learn, and proactive. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. Texas ties are preferred but not required. Interested applicants should email a resume with the subject line “Spring 2019 Congressional Internship” to Katie Crane at Katie.Crane@mail.house.gov.

MEM-390-18 Congressman Scott DesJarlais (TN-04)—unpaid; full time **internship**

The DC office of Congressman DesJarlais is looking for Spring interns, January-May.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday.

Interested candidates should e-mail an updated resume and cover letter to MeKenna.Carman@mail.house.gov

MEM-389-18 The Democratic Office of the Committee on Oversight and Government Reform seeks college-students wishing to gain Capitol Hill experience in a fast-paced office for a full-time **internship**. Successful candidates will be professional,

detail-oriented, and work well under pressure. Primary responsibilities include office tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis.

To apply please submit your cover letter, resume and a 2-3 page writing sample through this online form <https://democrats-oversight.house.gov/about/internships-and-fellowships> The Committee is currently seeking applicants for the Spring term. Please enclose in the application potential start and end dates.

MEM-387-18 California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time Spring semester **internship**. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings and hearings, answering phones, drafting constituent correspondence letters, doing legislative research, and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. California ties are preferred, but not necessary.

Please send a resume and cover letter to DCInternship.Huffman@mail.house.gov. Please no drop bys, phone calls, or emailing staff members.

MEM-386-18 **The Democratic Staff of the House Energy and Commerce Committee** seeks qualified undergraduate and recent graduate student **legislative interns** for the **Winter/Spring 2019** program (January through May/June).

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Ideal candidates are organized and committed students (and/or recent graduates) eager to join a fast-paced environment and build upon their knowledge of how Congress works. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply.

Although internships are unpaid, applicants may request the Committee's assistance in receiving credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) to InternshipResume.EC@mail.house.gov. In the subject line, please indicate the program session for which you are applying (e.g. [Winter/Spring 2019] Legislative Intern Application):

*In your cover letter, please indicate preferred start/end dates for scheduling purposes. *

- MEM-385-18** The Office of Congressman Daniel Lipinski (D-IL-03) is currently seeking both full and part time spring **interns** for the new 116th Congress in the Washington D.C. office. As a new Congress should provide a number of opportunities, prospective interns should have a love for politics and the legislative process, a desire to learn, and a willingness to work hard in this fast-paced office. Day to day intern responsibilities include: drafting constituent correspondence, leading tours of the U.S. Capitol, working with legislative staff on policy issue research, attending briefings and hearings, and answering phones. Interns will work closely with legislative staff and will be given all the tools necessary to learn to become a congressional staffer by the end of the internship. Applications can be submitted via the email link at <https://lipinski.house.gov/internships/>. Applications are due November 15th and will be accepted on a rolling basis. They should include: your name, contact information, university, year of graduation, dates you are available, and an attached resume and cover letter. Third District of Illinois ties are preferred. Please no drop ins.
- MEM-384-18** “West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. 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. Candidates should be available to start ASAP. Please e-mail your resume and cover letter to westcoastgopinternship@gmail.com.”
- MEM-383-18** The Office of Rep. Paul Tonko (NY-20) is seeking legislative **interns** for the Spring Semester. Qualified candidates have academic or professional experience in American politics, can work on extremely short deadlines, and excel at most or all of the following: writing, editing, and event support.

Intern duties will include assisting with administrative and legislative tasks, answering phones, processing mail, providing capitol tours, and attending briefings. Preference will be given to residents of the 20th district and Upstate New Yorkers. Interested applicants should email a cover letter, resume, 1-3 page writing sample, and dates of availability to katie.greenberg@mail.house.gov with “Spring Internship” in the subject field.

MEM-382-18 The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

MEM-381-18 The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

- MEM-378-18** Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee, seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, D.C. office. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will have strong communication skills and an interest in the legislative process. Colorado ties are preferred but not required. The ideal candidate will be able to intern at least two full days per week. Interested applicants should send a cover letter and resume to DeGette.Internships@mail.house.gov
- MEM-378-18** U.S. Rep. Lloyd Doggett (D-Texas) is seeking **interns** for his Washington office in the spring. Spanish skills and Texas connection a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Spring Internship Application. No drop-ins please.
- MEM-377-18** The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2018. 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 Fall 2018 Internship" to fl.demresume@gmail.com. Florida ties are a plus but are not required.
- MEM-376-18** The Office of Congressman David Price is currently accepting applications for our Spring **internship** program running from January 2019 through May 2019. This position requires greeting guests and constituents, answering phone calls, leading Capitol tours, attending hearings, drafting constituent correspondence letters, writing legislative memos, and assisting in general day to day activities. While unpaid, this position ensures a wonderful work environment and will strengthen your understanding of Congress and Washington. The internship program is open to college undergraduates, regardless of major. Qualified candidates will be hard working, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should submit their application here: <https://price.house.gov/kids-students/internships>

Should you have any questions, please reach out to our office via email at nc04.intern@mail.house.gov

MEM-374-18 The Office of Congressman Kurt Schrader (D-OR) Winter and Spring 2019 Internship

The responsibilities of a congressional **intern** primarily focus on helping the Congressman communicate with his 700,000-plus constituents by phone, letter, and email; leading visiting constituents on tours of the historic US Capitol building; as well as taking on any other assignments given by staffers based on the interests/abilities of the individual intern. The position requires patience, intellect, and exceptional people skills.

Congressman Kurt Schrader is a Democratic Representative elected to the US House of Representatives in 2008. The Congressman is a veterinarian and farmer who lives owns a farm in Canby, Oregon. Congressman Schrader currently serves as a member of the House Committee on Energy and Commerce (E&C), which oversees a wide portfolio of issues ranging from health care to the environment. In addition to his Washington, DC office staff, who deal principally with legislative issues, the Congressman has two additional offices and staffs in Salem and Oregon City, Oregon, who handle the fifth district's casework.

Candidates should possess excellent communication skills both verbal and written, an understanding of the functions of the United States Congress, and have a familiarity with the fifth congressional district of Oregon.

Start date: January 7 (Flexible)

End Date: May 31 (Flexible)

If you are interested, please email a resume, cover letter, and writing sample to adrian.ballinger@mail.house.gov

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-372-18 Winter/Spring/Summer 2019 Internship in the Office of Congressman Ben Ray Luján

Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time **interns** for his Washington, DC office. Candidates should be enthusiastic, flexible, detail-oriented, and available for 2-3 months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, guiding tours of the Capitol, sorting mail, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please email your desired availability and earliest possible start date to NM03@mail.house.gov, with your application materials (resume, cover letter, and a 1-2 page writing sample) attached as a single PDF and with “Internship Application: [Your Name]” in the subject field.

MEM-370-18 The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

MEM-369-18 The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from

January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. 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 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

MEM-367-18 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** 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:

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, and other duties as necessary.

Full-time and part-time internship positions are available beginning in January, 2019. To apply, please send a resume and a cover letter to Ryan.Casman@mail.house.gov with the phrase “Internship Application” in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-365-18 The office of a Republican Congresswoman is currently seeking highly motivated full or part-time **interns** for the Spring 2019 semester. Intern duties include performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, entering data into Intranet Quorum, conducting tours of the Capitol, processing flag requests, and any other office tasks. Ideal candidates will be flexible, reliable, and have good oral and written communication skills. College credit is available if necessary. Preference will be

given to New York natives; however, all are encouraged to apply. Interested applicants should send a resume and cover letter to Kathy.Vences@mail.house.gov with “Spring Internship” in the subject line.

MEM-363-18 January 2019 Internship

The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. 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 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

MEM-362-18 Spring 2019 Internship

The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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 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 interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. The deadline to apply is November 16 and these materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will

not be considered. Paid internships are available to any student working full time and not receiving course credit.

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.

