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**INTERNSHIP VACANCY LISTING**

**Week of July 27, 2015**

**MEM-196-15** The office of Congressman Don Beyer is accepting applications for unpaid **internships** beginning in late August in his Washington, D.C. office. Candidates should be self-motivated, and possessed of sound judgment, knowledge of politics, and a sense of humor. The proximity of Virginia's 8<sup>th</sup> District means that there is a substantial amount of work to be done in the areas of press, legislative research, and constituent services, and our interns get experience with a wide variety of responsibilities.

To apply, please email resume, cover letter, and a 1-2 page writing sample to [Aaron.Fritschner@mail.house.gov](mailto:Aaron.Fritschner@mail.house.gov). No walk-ins or calls please.

**MEM-195-15** The House Oversight and Government Reform Committee, Democratic Staff is seeking highly motivated unpaid **interns** for Fall 2015 internships. Candidates should be organized, professional, quick learners, team players and approach new challenges with a positive attitude.

TITLE: Intern

REPORTS TO: Intern Coordinator/Supervisor

**CORE RESPONSIBILITIES:**

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

**DUTIES:**

- Sorts and distributes mail;
- Performs data entry, including logging in incoming letters;
- Answers the telephones;
- Assists staff with Committee business including: Hearings, Briefings, and Business Meetings;
- Performs other duties as assigned by the Intern Supervisor.

To apply for this position, please send an email to

[Brett.Cozzolino@mail.house.gov](mailto:Brett.Cozzolino@mail.house.gov) with a resume, cover letter, and a short writing sample.

**MEM-194-15** Washington, D.C. — The House Democratic Caucus is looking for a full time press **intern** for the fall semester with availability beginning at the end of August. Responsibilities include (but are not limited to) assisting with press clips, production and editing of studio videos, staffing of live stream events, graphic design, formatting and extracting large quantities of data, and assisting in team projects. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience in Adobe Suite or other design software and proficiency in Spanish highly preferred. Experience and interest in press operations and the congressional process is a plus. Minorities are strongly encouraged to apply.

Applicants must be either college/graduate students or Congressional internship program participants. Interested candidates should send a resume and cover letter detailing availability to [DemCaucusPressIntern@Gmail.com](mailto:DemCaucusPressIntern@Gmail.com).

**MEM-190-15** Congressman Adam Kinzinger (IL) is looking for unpaid **interns** in his Washington, DC office for the 2015 fall Semester. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. Ideal candidates should have a strong work ethic, be energetic and engaging, and possess a positive attitude. Candidates with Illinois ties are encouraged to apply.

Please send resume and cover letter (with start date) to [internsIL16@gmail.com](mailto:internsIL16@gmail.com).

**MEM-189-15** Our Washington **interns** will be exposed to a wide range of activities on Capitol Hill. They will be asked to answer phones, research legislation for the Member

and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Interns will need to be able to communicate professionally, balance multiple tasks at once, and have a teachable attitude. As a result, interns will learn about the legislative process, the various functions of a Congressional office, and the way things work on Capitol Hill. It is an invaluable opportunity for both educational and professional development.

Interested applicants should email resumes directly to [taylor.huhn@mail.house.gov](mailto:taylor.huhn@mail.house.gov).

**MEM-187-15** The Office of Rep. Scott Rigell (VA-02) is seeking politically Conservative unpaid Fall 2015 **interns** in their Washington, DC, office to begin in August/September through December. The Office seeks an outgoing, enthusiastic person with at least 3 days/week availability who would like experience working in a Congressional Office. Virginia ties are a plus but not required.

Interested persons should submit resumes to [Julie.Moorhead@mail.house.gov](mailto:Julie.Moorhead@mail.house.gov).

**MEM-186-15** The Office of Congressman Donald Norcross (D-NJ) is seeking qualified **interns** for our D.C. office this fall.

**CONTACT:**

Quin La Capra  
Internship Coordinator  
[quin.lacapra@mail.house.gov](mailto:quin.lacapra@mail.house.gov)

**RESPONSIBILITIES**

Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues and assisting with staff-led projects. In addition, interns lead Capitol tours, run errands and complete various administrative tasks as needed. Interns will also have the opportunity to attend special events, such as committee hearings, briefings and seminars.

Internships run throughout the fall, spring or summer semesters for college students. Although this internship is unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 5:00 p.m.

**QUALIFICATIONS**

Prospective applications should be highly motivated self-starters, eager to learn about Capitol Hill and the mechanisms of the United States Congress. We are looking for individuals with an excellent work ethic, ability to multitask and most importantly, a willingness to learn.

They must demonstrate:

- An ability to produce polished work
- An ability to maintain professionalism in a work environment
- An interest in the legislative process
- Strong communication skills
- Experience using Microsoft Office

#### APPLICATION

Please submit a resume, cover letter and writing sample to Quin La Capra via email at: [quin.lacapra@mail.house.gov](mailto:quin.lacapra@mail.house.gov). Closing Date: September 4<sup>th</sup>.

**MEM-185-15** Arkansas Republican is seeking **interns** for late August through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid.

Interested candidates should send a cover letter, resume, and brief writing sample to [ArkansasGOPIntern@gmail.com](mailto:ArkansasGOPIntern@gmail.com).

**MEM-184-15** The office of a western Republican House member is looking for an unpaid **intern** for Fall 2015. Candidates should be hardworking, detail-oriented, and professional with strong communication and writing skills. Intern responsibilities will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings.

Interested candidates should send their resume, a cover letter, and a brief writing sample to [WesternStateIntern@gmail.com](mailto:WesternStateIntern@gmail.com).

**MEM-183-15** The Washington, DC office of Congresswoman Louise M. Slaughter (D-NY) is offering Fall **internship** opportunities for college students and recent college graduates. First-hand experience interning in Congresswoman Slaughter's office provides a unique opportunity to understand the development and implementation of public policy. Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the legislative staff, and assisting with additional office duties.

Interns are matched based on their policy interests with a legislative staffer and together they develop substantive projects that allow interns the chance to increase their knowledge of a subject area and better understand how the federal government works. Interns will also gain unique insight into the legislative process and parliamentary procedure as a result of Congresswoman Slaughter's

position as the ranking member of the [House Rules Committee](#). The Rules Committee determines the parameters of debate for all major pieces of legislation.

The internship provides different opportunities with staff to discuss their experiences on the Hill and future employment strategies.

Applicants should e-mail a cover letter, resume, and a one to three page writing sample to James Blum at [NY25.InternApplications@mail.house.gov](mailto:NY25.InternApplications@mail.house.gov). Please do not hesitate to contact James at (202) 225-3615 with any questions.

**MEM-182-15** The office of Congressman Dan Donovan (R-NY) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for the 2015 fall internship session. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, conducting Capitol tours, attending hearings and/or briefings for legislative staff, and performing various administrative tasks. New York ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant.

If interested, please send a resume, cover letter, and a writing sample to [NY11internships@gmail.com](mailto:NY11internships@gmail.com) with "Fall Internship" in the subject line. Please include your earliest possible start date and latest possible end date. NO phone calls or walk-ins will be accepted.

**MEM-181-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for Fall of 2015. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com). No phone calls please.

**MEM-180-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time **interns** for her Washington D.C. office for Fall of 2015. Ideal candidate would be professional, dependable and possess a strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide

professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's 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.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com).  
No phone calls please.

**MEM-179-15** New Jersey Democrat seeking **interns** for the fall semester (Aug through Dec 2015). Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: [nj08jobs@gmail.com](mailto:nj08jobs@gmail.com). Absolutely no phone calls or drop-ins.

**MEM-178-15** The Washington, DC office of Congressman Paul Gosar (AZ-04) seeks a highly motivated full or part-time **intern** for Fall 2015. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Intern responsibilities will include, but are not limited to, assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research.

Please send a resume, cover letter, and writing sample(s) to  
[GOPinternshipAZ@gmail.com](mailto:GOPinternshipAZ@gmail.com).

**MEM-177-15** Progressive Maryland Democrat seeks qualified **interns** to join her Washington, D.C. office for an unpaid legislative internship during the Fall 2015 term. Applicants should have a familiarity with the legislative process and have a desire to learn while being a part of a hardworking team. Ideal candidates will possess strong writing and verbal communication skills, a demonstrated interest in legislative issues, the ability to multi-task and conduct research, and an enthusiastic attitude. Interns will have the opportunity to assist staff with legislative and scheduling projects, attend briefings and hearings, draft memos, sort and distribute mail, and give Capitol tours. Candidates with Maryland ties are strongly encouraged to apply.

Please email a resume, cover letter stating your availability, and a brief (no more than one page) writing sample by Friday, July 31, 2015 to  
[internship.md04@mail.house.gov](mailto:internship.md04@mail.house.gov).

**MEM-176-15** Congressman John Lewis, Representative for the 5th District of Georgia, seeks fall **interns** for his Washington, D.C., office. Interns will work in a fast-paced setting and gain valuable experience and knowledge of the United States

Congress. Responsibilities include greeting constituents and visitors, handling phone calls, supporting staff with administrative tasks, conducting legislative research, aiding communications staff, and assisting with special projects and assignments. Preference will be given to those with Georgia connections and those available full-time.

If you would like to receive more information or apply to our internship program, please complete the application at <http://johnlewis.house.gov/>. For immediate consideration, please send the application, resume, and writing sample to [Sarah.Hager@mail.house.gov](mailto:Sarah.Hager@mail.house.gov).

**MEM-174-15** Congresswoman Candice S. Miller (R-MI) seeks legislative **interns** for the Fall 2015 semester. Interns will work in a fast-paced congressional office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, managing constituent phone calls, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, assist with constituent correspondence, and attend legislative briefings, congressional hearings, receptions, and press events.

Requirements: Interns must have a good 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 environment, and possess a strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. Michigan ties are preferred, but not required. To apply, please send cover letter and resume to [mi10intern@gmail.com](mailto:mi10intern@gmail.com).

**MEM-173-15** North Carolina Democrat seeks an unpaid **Legislative Fellow** for her Washington, D.C. office. Duties include assisting the legislative staff in conducting research, analyzing legislation, drafting memoranda, organizing talking points, and preparing for events. The Legislative Fellow will also be expected to assist the office with administrative duties. North Carolina ties are a plus. Women and minorities are encouraged to apply. Please send your resume and cover letter to [nc12internjobs@gmail.com](mailto:nc12internjobs@gmail.com).

**MEM-171-15** The office of a New York Congressman seeks an unpaid press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and three writing samples.

Please submit all inquiries with the subject "Press Internship" to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).



**MEM-170-15** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this Fall. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, and a short writing sample to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov). Equal opportunity employer. No calls or walk-ins please.

**MEM-169-15** Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Fall 2015 (mid-August to December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to [kevin.rambosk@mail.house.gov](mailto:kevin.rambosk@mail.house.gov).

**MEM-168-15** Midwest Republican seeks full time hard working **intern** for Fall 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred.

**MEM-167-15** 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](mailto:Garamendi.Internships@mail.house.gov).



- MEM-166-15** New Jersey Democratic Congressman Frank Pallone (NJ-06), the Ranking Member of the Energy and Commerce Committee, seeks full time and part time unpaid **interns** for his personal office during the fall 2015 semester. We are seeking personable, hardworking and motivated individuals with excellent oral and written communication skills. Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey ties are strongly preferred, but not necessary. A good sense of humor is a plus. Please email, with the subject "Fall 2015 Internship Application", a resume, cover letter, and references to [thomas.egan@mail.house.gov](mailto:thomas.egan@mail.house.gov), and please include your dates and times of availability. We have immediate vacancies to be filled.
- MEM-164-15** Conservative Republican seeks highly motivated fall **interns** for DC office. Successful candidates will be organized, hard-working, and detail-oriented. Intern will be responsible for assisting staff with legislative and administrative duties such as greeting visitors, drafting constituent correspondence, answering phones, and leading Capitol tours. Interns will also have opportunities to attend staff briefings and committee hearings to gain firsthand knowledge of the legislative process. The position is unpaid, and the intern is responsible for finding housing in the DC area. Florida ties preferred. If interested, please send a cover letter, resume, and available dates to [fl11internship@gmail.com](mailto:fl11internship@gmail.com). No phone calls or walk-ins, please.
- MEM-162-15** California Democrat is seeking hardworking **interns** for the fall 2015 semester. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to [bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov).
- MEM-160-15** Nevada Republican seeks a legislative **intern** for August and/or Fall 2015. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, handling constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, receptions, and press events.

*Legislative Internship Qualifications:*

Our office is looking for an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Applicants should have working knowledge

of current events and policy topics, as well as a willingness to do assist with daily office tasks. Nevada ties strongly preferred.

*Legislative Internship Requirements:*

Interns must be able to commit a minimum of three full days a week (9:00am-6:00pm). Students welcome to apply. Those interested please send cover letter, updated resume, and references to [kelsey.wolfgram@mail.house.gov](mailto:kelsey.wolfgram@mail.house.gov).

- MEM-159-15** Nevada Republican seeks an unpaid communications **intern** for August 2015 and/or Fall 2015. Interns will work in a fast-paced Congressional office, gaining valuable exposure and knowledge of the communications process and the United States Congress. Communication intern responsibilities include tracking and reporting on social media and news story comments, drafting social media posts, establishing and managing a twitter account, and reaching out to local/national reporters on social media. Interns will also have the opportunity to attend events and committee meetings to take photos and videos, work with the communications director to put press releases on the website, and assist with writing projects at the discretion of the communications director. Interns will also help facilitate our constituent communications program and guide constituents on tours of the US Capitol building.

*Communications Intern Qualifications:*

Our office seeks an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as a member of a team environment. Applicants must have a working knowledge of current events and policy topics as well as a willingness to assist with daily communication tasks. Nevada ties strongly preferred.

*Communications Intern Requirements:*

Interns must be able to commit a minimum of three full days a week (9:00 am-6:00 pm) with the option of working full-time, June through August. Students are welcome to apply. If interested, please send a cover letter, updated resume, sample of a social media post for a congressperson, and references to [kelsey.wolfgram@mail.house.gov](mailto:kelsey.wolfgram@mail.house.gov).

- MEM-154-15** North Carolina Democrat seeks an unpaid **Communications Fellow** for her Washington, D.C. office. Duties include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, drafting press releases, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, new media, or journalism. North Carolina ties are a plus. Women and minorities are encouraged to apply. Please send your resume and cover letter to [nc12internjobs@gmail.com](mailto:nc12internjobs@gmail.com).

- MEM-152-15** New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns**, preferably to begin immediately. Interns will:

- Assist with office administrative tasks including, sorting incoming mail, greeting visitors, and answering the telephone.
- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Candidates with graphic design, layout, Photoshop and computer programming skills are highly preferred.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes parts of Manhattan and Brooklyn. Congressman Nadler serves on the Judiciary Committee and on the Transportation and Infrastructure Committee, where he is the highest ranking member from New York. He is the Ranking member of The Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please e-mail a resume, brief cover letter, and 1-2 page writing sample to:

Email: [Christian.Barbato@mail.house.gov](mailto:Christian.Barbato@mail.house.gov) .

**MEM-150-15** Arkansas Republican is seeking **interns** for August through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid. Interested candidates should send a cover letter, resume, and brief writing sample to [ArkansasGOPIntern@gmail.com](mailto:ArkansasGOPIntern@gmail.com).