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INTERNSHIP VACANCY LISTING

Week of June 15, 2020

MEM-170-20 Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks a paid press **intern** for her Washington DC office.

Responsibilities may include drafting social media content, monitoring social media platforms, drafting constituent correspondence and outreach, and assisting the Communications Team with other tasks as needed. The press intern will report to and work closely with the Press Assistant and the Communications Director.

Qualified candidates should be motivated, detail-oriented, a team player, and possess strong oral and written communication skills. Virginia ties are a plus. 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 email a single PDF including your cover letter listing your availability, resume and a 1-2 page writing sample to

VA02DC.Interns@mail.house.gov with “Your Name: VA-02 Fall Press Internship” in the subject line.

Please no drop-ins or phone calls.

MEM-169-20 Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks paid **interns** for her Washington DC office.

Responsibilities may include up-keeping constituent mail and correspondence, preparing memoranda, and assisting staff with legislative projects.

Qualified candidates should be motivated, detail-oriented, a team player, outgoing, and possess strong oral and written communication skills. Virginia ties are a plus 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 email a single PDF including your cover letter listing your availability, resume and 1-2 page writing sample to VA02DC.Interns@mail.house.gov with “Your Name: VA-02 Fall Internship” in the subject line.

Please no drop-ins or phone calls.

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-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-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.

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-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.