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INTERNSHIP VACANCY LISTING

Week of January 27, 2020

MEM-029-20 The Office of Rep. Ro Khanna (D-CA) seeks Press/Legislative **interns** for the Spring 2020.

Press responsibilities will include building press lists, drafting social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), designing graphics, and creating short video clips as needed. The intern will be an integral part of the communications team, generating engaging content for the Member and supplying creative ideas throughout the week. Ideal applicants will have a background in iMovie, the Adobe creative suite, and TweetDeck.

Legislative responsibilities include researching legislation for both the Member and legislative staff, attending hearings and briefings, and drafting constituent letters on the Member's behalf.

This is a unique opportunity to gain both legislative and communications experience in a fast-paced and high-volume congressional office.

All interns are paid \$15.00 per hour for a maximum of 30 hours a week, and are expected to work collaboratively with the staff to answer phones, greet

constituents, and guide tours of the U.S. Capitol Building. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply. The start date is March 23, 2020.

Applicants should send a resume, a short writing sample (no more than 2-pages), sample tweets on a current event, a sample graphic (optional) and availability to julia.albertson@mail.house.gov.

MEM-028-20 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 unpaid 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

MEM-027-20 The Office of Congresswoman Abby Finkenauer (IA-01) seeks a competent, creative and motivated press **intern**.

Responsibilities include (but are not limited to) producing daily clips, drafting press releases, assisting with responding to press inquiries and compile and update press lists. In addition, the intern will help draft daily content for the Congressman's social media accounts, create newsletters and graphics, update the website, and record and edit videos. The press intern will report to and work closely with the Press Secretary.

The ideal candidate will possess excellent written and verbal communication skills and can work in a fast-paced environment. The candidate will also have congressional and/or campaign experience and a good sense of humor. Iowa ties are preferred but not required.

TO APPLY: Please e-mail a detailed resume, cover letter, and two writing samples to katie.solomon@mail.house.gov and include "Press/Digital Intern Application" in the subject line. No phone calls, faxes, or walk-ins, please.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-026-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring and summer internship sessions. The start date would be as early as Feb 15, 2020 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. At the beginning of the legislative week, interns are expected to work into the evening to assist staff in facilitating member meetings. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you're

applying for a spring or summer internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-024-20 The Office of Congressman Daniel Lipinski (IL-03) is currently seeking **interns** for the spring semester in the Washington D.C. office. 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 email to andrew.hoffner@mail.house.gov. Applications are due by 5:00pm, Thursday, February 6th. A complete application should include a cover letter, resume and one short writing sample of 2-3 pages.

Please be sure the application includes your name, contact information, university, year of graduation, dates you are available, and your intended work schedule (full time or part time). Third District of Illinois ties are preferred. Please no drop ins.

MEM-022-20 The Office of Congressman Trone is currently seeking qualified candidates for their Spring 2020 **Internship** Program in the Gaithersburg, Hagerstown, and Cumberland District offices. This internship runs from January to May.

Ideal candidates will be professional, motivated, dependable, a team player, and be able to show strong written and verbal communication skills. District office interns will have the opportunity to see how legislation directly affects residents through constituent services.

In addition to general office duties, responsibilities include, but are not limited to interacting with constituents over the phone and email, drafting correspondence to constituents and federal agencies, attending community events, meetings, and briefings, etc. Internship hours are flexible to accommodate students' course schedules, but generally run 9:00 am to 5:00 pm Monday through Friday, and all participants in the internship program must be available to work 20-40 hours per week.

This position provides an opportunity to be part of a hard-working cohesive team, to make a difference in the lives of others, and to increase one's understanding of the operations of government agencies and the U.S. Congress.

All interested applicants must apply on our website to be considered for an internship in our office at <https://trone.house.gov/services/internships>

MEM-020-20 Title: **Intern**
Salary: Paid
Closing Date: Until Filled

The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate interns and fellows for summer of 2020. Specifically we are seeking general undergraduate interns, graduate and legal interns and fellows for the labor policy team, graduate and legal interns and fellows for the health policy team, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the oversight 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 who are applying for graduate internships or fellowships should be able to demonstrate academic or professional exposure to the subject matter of the team to which they are applying. Fellows must be participating in an established fellowship program. Applicants should be able to start in late April/early May and commit through July.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov and indicate, in the subject line of the email, to which position they are applying. Please also include 'Summer 2020' in the subject line.

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 <https://edlabor.house.gov/about/internships> for more information. Interviews will be scheduled on a rolling basis, but applicants should aim to submit their materials by February 14, 2020.

The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education, and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. "Bobby" Scott (D-VA) serves as Chairman.

MEM-018-20 The House Democratic Policy & Communications Committee (DPCC) seeks a Digital **intern** to begin in January.

Responsibilities include, drafting press materials, media monitoring, assisting with maintaining website and digital platforms, clipping videos, drafting digital content, and other duties assigned.

Candidates must be proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere, and After Effects) and have strong writing, organizational, and interpersonal skills as well as the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume, cover letter, graphic and video sample to dpcc@mail.house.gov with the subject line “DPCC Internship.”

MEM-017-20 The Office of Congressman Denny Heck (WA-10) is seeking applicants for paid full-time or part-time Spring 2020 **internships** in Washington, D.C.

Responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, attending briefings and hearings, and helping conduct research for various 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. Pacific Northwest ties highly preferred but not required. We encourage candidates from any academic background to apply.

Interested applicants should send a resume, cover letter, two references, and weekly availability to Noelle Gasper at noelle.gasper@mail.house.gov with “Spring 2020 Internship” in the subject line.

MEM-014-20 The House Foreign Affairs Committee Majority Staff is currently looking for a full-time **intern** for the Spring 2020 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision.

This internship is open to undergraduates (rising seniors and above), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply. Please note that this internship is unpaid.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include "HFAC Internship Application" in the subject line of the email.

MEM-010-20 The Office of Congressman Joseph Morelle (NY-25) is currently seeking full-time **interns** for Spring 2020 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 legislative projects. Interns are paid a monthly stipend. This 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. New York ties are preferred, but not required.

Interested applicants for immediate hire should send resume, cover letter and availability to ebony.majette@mail.house.gov

MEM-008-20 The Office of Congressman Doug Collins (GA-09) is looking for candidates for an **internship** in his Washington, D.C. office. We are looking for highly qualified candidates that are motivated, detail-oriented, personable, and have a passion for public service. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents visiting the office and on the phone.

Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. Responsibilities include answering the phone, researching and preparing policy memos, giving tours of the Capitol, assisting with constituent correspondence, supporting the communications staff among many other projects.

Qualifications:

- Current student or recent graduate interested in politics and gaining legislative experience
- Exhibits passion for politics, government, and/or any related policy areas
- Excellent verbal and written communication and interpersonal skills
- Ability to multitask independently, learn quickly, and demonstrate sound judgment
- Exhibits great attention to detail, punctuality, respect, and initiative
- Ability to work and contribute in a highly collaborative, team environment

Benefits:

- Working closely with the representative and Chief of Staff
- Observation of internal campaign operations and preparation for campaign and political jobs

- Opportunity to bolster organizational and communication skills
- Attend special events, political meetings, and congressional hearings
- Meals and snacks will regularly be provided at events and activities

Interested candidates should email a resume and cover letter to Raymond Sweney, at raymond.sweney@mail.house.gov

MEM-002-20 The office of Congressman Paul Mitchell (MI-10) is currently looking to hire full time, paid **interns** in our Washington, DC Office for the Spring 2020 semester. The internship runs from January to May but start/end dates are flexible. Looking for someone to start as soon as possible.

Responsibilities Include:

- Answering phones
- Sorting and distributing mail
- Giving Capitol tours
- Researching legislation for the Member and legislative staff
- Attending hearings and briefings
- Other projects as assigned

Qualified applicants should possess strong oral and written communication skills, an ability to multitask, and a desire to learn about the legislative process and other functions of a congressional office.

To apply, please email a PDF Resume and Cover Letter to Faieth.Mabry@mail.house.gov with the subject line “Spring 2020 Internship Application”. Please include dates available in your cover letter.

MEM-001-20 Congresswoman Carolyn B. Maloney (NY-12) is seeking Full or Part time **interns** for Winter/Spring 2020 in Washington D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research, and various other tasks. District and New York ties are encouraged.

To apply, email a single PDF including your resume and cover letter to kelly.hennessy@mail.house.gov.