



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

Vacancy Bulletins are available for pick-up in
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
in the CAO Human Resources Office - Ford HOB 102

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of December 4, 2017

MEM-475-17 The Washington, DC office of Congressman Patrick Meehan (PA-7), a Republican Member of the Ways & Means Committee, is currently accepting **intern** applications for Spring 2018. Intern responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, day to day office duties, and answering constituent messages on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Ties to Pennsylvania are preferred but not required. Please note, this internship is unpaid but we will work with candidates seeking course credit for their work.

Interested candidates should submit a resume, cover letter, and brief (3-page maximum) writing sample. The cover letter should detail why you would like to intern with Congressman Meehan's Office. Application materials should be sent to clay.bryan@mail.house.gov with "Meehan DC Internship" in the subject line. No calls or drop-ins, please.

MEM-473-17 The House Committee on Small Business is seeking **interns** for the Spring of 2018. Interns will have the opportunity to actively engage in the legislative process on a daily basis through assisting the Chairman and committee staff. Intern responsibilities include preparing for hearings and markups, conducting research, attending hearings and briefings, assisting press team with social media outreach, answering phones, and completing other administrative tasks as necessary. Interns will work side by side with experienced, full-time staff and play an integral part in the daily operations of the office. Interested applicants should send a cover letter, resume, and writing sample to Hannah.Schmidt@mail.house.gov with “Spring Internship” in the subject line.

MEM-472-17 The Washington D.C. office of Congressman Raúl Labrador (ID-01) is seeking full-time, paid **interns** to begin in January 2018. Congressman Labrador’s office is looking for highly motivated, capable interns to assist his staff.

Successful applicants should possess conservative values and hold strong written and verbal communication skills. Position duties include but are not limited to: arranging/leading tours of the U.S. Capitol, answering the main office phone line, drafting constituent correspondence, and assisting legislative staff with research and committee materials.

Most importantly, a congressional internship is a great experience for college students with a passion for public service and the legislative process. Internships will teach students the inner workings of Congress and constituent services. They will provide opportunities for students to improve their writing, legislative research, and communication and interpersonal skills. Recent graduates are also welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter summarizing their interest in working for Congressman Labrador to Will.Johnson@mail.house.gov. Idaho ties are preferred, but not required. Please use “(Your Name) - Labrador Internship Spring 2018” in the subject line.

MEM-470-17 The office of Congresswoman Terri A. Sewell (D-AL) is seeking a full time **Press and Digital Intern** to start in January of 2018 and stay with the office through May.

Internship Description:

- Learn how to write emails and campaign actions that you’ll send to over 100,000 constituents
- Design and curate content for social media and connect with our local and national audience
- Work side-by-side with our Press Secretary, learning the ropes of digital content production and press outreach
- Assist in traditional media outreach to newspapers, television and other media outlets

- Analyze the results of your work and report on successes and failures

Qualifications:

- Passion for working to address issues of voting rights, health care, education, and job growth
- Writing experience; ability to communicate message in concise and compelling manner
- Understanding of what makes online content both shareable and persuasive, including blogs and social media
- Interest in graphic design/infographic design
- Some experience with photography, and in HTML, Microsoft Word, and Excel

To Apply:

Send your resume and cover letter to Sewell.Press@mail.house.gov

MEM-469-17 Congressman Charlie Crist (FL-13) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for Winter 2018. 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, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Florida ties are encouraged but not required. Please send resume, cover letter, and one writing sample to FL13Internships@mail.house.gov.

MEM-468-17 Congressman Dave Loebsack (IA/02/D) is currently hiring spring **interns** for his Washington, D.C. office. Responsibilities include answering phones, sorting mail and faxes, giving tours of the Capitol, assisting with constituent correspondence, and providing general office support as needed. Intern candidates should be current or recent college students, regardless of major but with an interest in Congress and the legislative process. Full time availability is preferred, but part-time candidates are encouraged to apply as well.

To apply please email your cover letter, resume, and a short writing sample to LoebsackInternship@mail.house.gov. Please include any Iowa connections in the body of the email. No phone calls or drop-ins please.

MEM-467-17 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-465-17 The office of Congressman Buchanan is seeking full time **interns** for an immediate start.

Job Description

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Being the office of a senior member of the House Ways and Means Committee, interns will have exposure to healthcare, tax, and trade issues. Interns will assist staff with legislative projects, attend briefings and hearings, and assist with maintaining data bases. Interns will also work on a policy proposal under the guidance of staff and will present their policy proposal at the end of their internship.

Interns will also have the chance to attend briefings independently and on the behalf of staff. At the end of the internship, interns will have a firm understanding of how Capitol Hill works, a bespoke policy proposal, and full understanding of how the legislative process works.

Required Skills

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn

Application instructions

Please email your resume and available start date to lewis.plush@mail.house.gov.

MEM-464-17 The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming spring semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. Candidates with an interest in issues associated with the Congressman's membership on the House Foreign Affairs Committee or House Budget Committee are encouraged to apply. Please send a resume, cover letter and dates of availability to Perry.Goffner@mail.house.gov with "Name - Internship Application" in the subject line.

MEM-463-17 The office of Congresswoman Elizabeth H. Esty (CT-05) is currently seeking unpaid **interns** for Spring 2018. Interns will gain valuable exposure to and

knowledge of the legislative process, communications, and the United States Congress. Duties include, but are not limited to: drafting constituent correspondence, greeting constituents and answering phones, drafting constituent outreach materials, performing legislative research, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the legislative and communications teams. We are seeking hard-working and detail-oriented college students with outstanding communication and time management skills. Applicants should have an ability to work in a fast-paced environment, have basic computer skills, possess excellent writing skills, and have an enthusiastic attitude. Interns are accepted throughout the year on both a full and part-time (at least 15 hours/week) basis. District ties preferred but not required. To apply for an internship in the DC office, please submit a cover letter, resume, and a brief writing sample (1-2 pages) to Sarah.Wiszniak@mail.house.gov. If you have any questions, please contact Sarah Wiszniak at (202) 225-4476.

MEM-462-17 The Office of Representative Ro Khanna (CA-17) is seeking qualified candidates to **intern** in the Washington, D.C. office from early January through late April to early May of 2018. Although internships are unpaid, students gain invaluable work experience on Capitol Hill. The hours can be flexible to accommodate students' evening schedules but generally run 9:00 a.m. to 5:30 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Interns are expected to be in the office at least 35 hours per week.

Interns' responsibilities will vary. They will be asked to answer phones, run errands, draft content for the communications team, 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.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to California are preferred, but not required.

To apply to intern in the DC office, please send your resume, a short writing sample, and your dates and times of availability to ca17dcinterns.resumes@mail.house.gov. Due to the high volume of applicants, a response is not guaranteed. Applications will be accepted on a rolling basis.

MEM-461-17 Congressman Ron Estes (KS-04) seeks conservative and diligent **interns** for the spring semester. Duties including helping to draft constituent correspondence, welcoming constituents, leading Capitol tours, assisting with research, and aiding legislative staff. This unpaid internship would last

from January to May, and is a challenging and meaningful introduction to the legislative process. To apply, please send a cover letter and resume to KS04DC.InternshipApplication@mail.house.gov.

MEM-460-17 Congressman Ben Ray Luján (NM-03) has immediate openings for unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and 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 e-mail a resume, cover letter – including desired start date, and a 1-2-page writing sample to Lujan.Tours@mail.house.gov.

MEM-459-17 Congressman Sean P. Duffy is looking for Winter/Spring **interns**! We are looking for energetic and driven individuals who are eager to learn. Congressman Duffy represents Wisconsin's 7th Congressional District and serves on the House Financial Services Committee as the Chairman of the House Financial Services Subcommittee on Housing and Insurance. The internship program is a very hands-on program where our goal is to make you feel like you are a part of the team and not just an intern whose sole responsibility is to answer phones. The main mission of the program is placement. Our hope is that after our interns leave the program they are prepared to step right into a Staff Assistant or maybe even a Legislative Correspondent position on Capitol Hill. If you are a student or recent graduate and think you would benefit from this opportunity please email your resume and cover letter to Wisc.internship@gmail.com. Ties to Wisconsin are not required but preferred.

CORE RESPONSIBILITIES:

- Legislative Research
- Writing constituent correspondence
- Administrative Duties
- Tours of the U.S. Capitol

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Track record of responsibility
- Exemplifies great customer service

- MEM-457-17** The Office of Congressman Tim Walz (MN-01) is currently seeking motivated, organized, and reliable full or part time **interns** for the Spring 2018 semester in Washington DC. Intern responsibilities include, but are not limited to, greeting visitors, answering phones, conducting US Capitol tours, sorting incoming mail, drafting letters to constituents, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Ideal candidates will have excellent written and oral communication skills, experience working in a professional setting, ability to work in a fast-paced environment, and enthusiasm for the political process and congressional operations. Minnesota ties are a plus, but not required. Interested applicants should send a résumé, cover letter, and a brief writing sample to Kate Rohr at Kate.Rohr@mail.house.gov with “Spring Internship” in the subject line. Minorities and women are encouraged to apply.
- MEM-456-17** Congressman Doug LaMalfa (CA-01) is currently seeking **interns** for the Winter term for his Washington D.C. office. Candidates must be self-starters, detail oriented, have excellent writing and communication skills, and be able to multi-task. The internship involves researching legislative issues, assisting with incoming mail, attending lectures and hearings, giving Capitol tours, working with legislative staff on special projects and assisting with other general office duties. Please note that this is an unpaid internship, if you are seeking college credit our office would be happy to assist in that. California ties a plus, but not necessary. Please email your cover letter and resume to kathleen.devlin@mail.house.gov with Winter Internship in the subject line.
- MEM-455-17** Conservative Midwestern Member of Congress seeking a part/full time **Intern**. Duties include, but aren’t limited to, performing administrative tasks, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with writing and research. Preferred start date is January 3, 2017 and end date is negotiable. Interested applicants should submit their resume and a writing sample to IA01resumes@mail.house.gov.
- MEM-454-17** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for Spring 2017. Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting congressional staff with press clips and constituent communication. The intern will also help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to Lauren Mcilvaine, Lauren.Mcilvaine@mail.house.gov. No calls or walk-ins please.
- MEM-453-17** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for summer

2017 **internships** in his Washington, D.C. office. Intern duties include answering phones, attending and summarizing hearings/briefings, sorting mail and faxes, leading tours of the Capitol, as well as assisting legislative staff and other responsibilities as needed. A qualified intern candidate will have good oral and written communication skills, professional maturity, and a willingness to work on a variety of tasks. Preference given to interns with full-time availability, but those seeking part-time internships will be considered. Pennsylvania ties a plus but not required. Internship positions are unpaid. To apply, please email cover letter, resume, and a brief writing sample (no more than two pages) to Jordan Sciascia at Jordan.Sciascia@mail.house.gov. Please include availability in your cover letter.

MEM-452-17 Congressman Michael E. Capuano is looking for **interns** to join his Cambridge, MA team for a full-time/part-time, unpaid internship during spring 2018.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Strong writing skills with close attention to detail and a courteous demeanor are essential.

This non-paying internship offers young professionals a hands-on opportunity to be involved with the daily working of a United States Representative's office. Responsibilities include researching issues and information, aiding in responding to constituent concerns, various clerical and administrative tasks, and attending occasional meetings. To maximize this experience, interns work directly with members of the district office staff. Candidates with Massachusetts ties and previous internship and/or work experience are strongly encouraged to apply. Please e-mail a brief writing sample, resume and cover letter to jon.lenicheck@mail.house.gov.

MEM-451-17 West Coast Blue Dog Democrat seeks highly motivated communications **interns** in the DC office for the Winter/Spring semester. Responsibilities include, but are not limited to media monitoring; drafting press releases, talking points and social media; developing press lists; performing research and generally supporting the Communications Director. Candidates should be detail oriented with excellent writing skills and an ability to multitask in a fast-paced environment. Graphic/photo skills a plus, though not required. Candidates should submit a resume and writing sample to or05.pressintern@gmail.com.

MEM-450-17 The office of Congressman Dave Reichert (WA-08) is currently seeking candidates for full and part-time **internships** in his Washington, D.C. office for the winter and spring sessions, with some positions available immediately. These are unpaid internships; however, opportunities for school credit are available if needed. The internship program is open to college undergraduates, regardless of major. Interns will observe firsthand the inner workings of a Congressional office, while gaining relevant and valuable knowledge of the legislative process. Intern responsibilities include, but are not limited to, conducting legislative research, compiling press clips, assisting with front office operations, helping with constituent relations, and receiving training in order to conduct U.S. Capitol

tours. Interns will also have the opportunity to attend legislative briefings and congressional hearings on Capitol Hill.

Ideal candidates will have a strong work ethic and be detailed-oriented and well organized. He/she will also possess strong communication and writing skills, as well as an enthusiasm for the political process and fast-paced congressional operations. Successful candidates will be personable, adaptable, good-humored, and service-oriented. Washington State ties are preferred, but not required.

Congressman Reichert is a senior member of the Ways and Means Committee and Chairman of the Subcommittee on Trade. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. Interested applicants should send a resume and cover letter to wa08internship@gmail.com.

MEM-449-17 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for the Spring of 2018. 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, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are encouraged but not required. Please send resume and cover letter to Catherine.chrobak@mail.house.gov.

MEM-448-17 Congresswoman Tulsi Gabbard's Oahu district office is searching for a full-time **staff assistant**. Job responsibilities include fielding constituent calls, processing mail, coordinating internship program, assisting with casework and constituent requests for information, maintaining a photographic database, drafting correspondence, maintaining office equipment, and other administrative duties. In addition, the staff assistant occasionally represents Congresswoman Gabbard at community events.

Strong ties to the state and organizational skills are a must. To apply for the position, please e-mail your cover letter, resume, two writing samples and contact information for three work references to hi02jobs@gmail.com with the subject line "STAFF ASSISTANT." No calls or "walk-ins" please.

MEM-446-17 The office of Congressman Mario Diaz-Balart (FL-25) is currently seeking applications for our Spring **Internship** Program running from January 2018 through the beginning of May. This position requires greeting guests and constituents, leading Capitol tours, attending hearings, drafting constituent correspondence letters, and assisting in general day to day activities. While unpaid, this position will strengthen your understanding of the legislative process and give you firsthand experience of the operations necessary to run a

Congressional office. Qualified candidates will be hard working, organized, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should send a resume, availability and cover letter to Elizabeth.DosSantos@mail.house.gov. Deadline for applications: December 8th, 2017.

MEM-445-17 Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. 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 possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to matthew.allen@mail.house.gov.

MEM-444-17 Congressman Matt Cartwright (D-PA) seeks unpaid **interns** for his Washington, D.C. office for the Spring 2018 semester. Intern responsibilities include, but are not limited to, writing constituent letters, attending legislative briefings, assisting staff with research and special projects, and performing administrative duties as needed. Successful candidates will be detail-oriented and responsible, and possess strong written and oral communication skills. Pennsylvania ties are preferred, but not required. Constituents from Pennsylvania's 17th congressional district are especially encouraged to apply.

Prospective candidates should submit their application, resume, and cover letter online at www.cartwright.house.gov/services/internships. No phone calls or drop-ins, please.

MEM-443-17 The House Veterans' Affairs Committee (Majority) is currently accepting applications for full-time **internships** for the Spring 2018 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.

MEM-442-17 A West Coast Blue Dog Democratic office is now accepting **internship** applications for the winter/spring term. Interns have the unique opportunity to gain hands on experience in a Congressional office and to provide assistance to the residents of Oregon's 5th District. Ideal candidates are positive and energetic, have excellent people and organizational skills, and are eager to assist with the legislative and administrative needs of the staff.

Interns will be responsible for assisting the team with phones, mail, tours, flag-requests, and related front office duties. Additional tasks, including drafting correspondence, research projects, and attending hearings may be assigned on a case by case basis.

Applicants should be available to work part-time and least 20 hours per week. Undergraduate and post-graduate students are eligible to apply for internships in Congressman Schrader's Washington D.C. office. This is an excellent opportunity for those looking to enhance their network for post graduate life. Positions are unpaid and serve to provide professional and educational value to participants; but students have the opportunity to gain academic credit. Oregon ties are preferred. If interested, please contact our office at adrian.ballinger@mail.house.gov with "Winter/Spring Internship" in the subject line. Please include cover letter, resume and a writing sample.

MEM-441-17 The *Democratic Staff* of the *House Energy and Commerce Committee* seeks qualified graduate and undergraduate **interns** for the Winter/Spring 2018 program. An internship with the House Energy and Commerce Committee Democratic staff 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.

The ideal candidate is an organized and committed student or recent graduate who is eager to join a fast-paced environment and build upon their knowledge of how Congress works—particularly the role of congressional committees in the federal legislative process. 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.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov, with

“Winter/Spring 2018 Democratic Staff Internship” in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-440-17 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Spring 2018 **internship** program in Washington, DC. Intern responsibilities include attending briefings and writing memos for legislative staff, drafting constituent correspondence, assisting the Communications Director, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, an enthusiasm for learning, strong writing skills, and an ability to work in a fast-paced environment. Ties to Maryland are strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability (Monday-Friday, etc.) with the subject line “Spring 2018 Internship” to Lucy Shaw at lucy.shaw@mail.house.gov.

MEM-439-17 The Office of Congressman Jeff Fortenberry (NE-01) is accepting applications for a motivated and hardworking Capitol Hill **intern** in our Washington, DC office. The internship is full-time with room for growth.

Interns are responsible for politely greeting front office guests, professionally answering calls, enthusiastically leading Capitol Tours for Nebraskans, assisting the scheduler and staff assistants with administrative office duties, and assisting the communications team with special projects. Ideal candidates will have a strong work ethic, attention to detail, strong writing abilities, and thrive in fast-paced environments.

Interested applicants should send a resume with references and two writing samples, a cover letter addressed to the Congressman detailing why you want to work for him, and the ideal start and end date with the subject line “Fortenberry Internship” to Diana.Shin@mail.house.gov. Nebraska ties a strong plus.

MEM-438-17 Democratic Congressman Pete Aguilar (CA-31) is seeking highly motivated **interns** to join his Washington D.C. office. Interns will have the chance to experience the fast-paced atmosphere of a congressional office and gain valuable work experience. This is an excellent opportunity for those interested in the legislative process. Intern responsibilities include attending hearings and briefings, assisting with front office duties, answering phones, assisting with tours, researching legislation for staff and drafting constituent correspondence letters on various issues before the House. Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail and ability to function in a fast-paced environment.

Full-time 3 month internship positions are available beginning *December 1st, 2017*. CA-31 and/or California ties are preferred but not required. Internships are

unpaid, however current students may be eligible for academic credit. To apply, please send cover letter and resume to Stephanie.Palencia@mail.house.gov.

MEM-437-17 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 DC Internship Application. No drop-ins please.

MEM-436-17 The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time unpaid **internship** for a start date beginning the second week in January and ending the second week in May, with flexible start and end dates.

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, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio 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 and cover letter to intern.oh06@gmail.com with "2018 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-434-17 The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns**. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to Sruthi.Prabhu@mail.house.gov.

MEM-433-17 NC Democratic Member of Congress seeks **interns** for the spring semester in Washington, DC office. Although all internships in all offices are unpaid, students gain invaluable work experience. Our interns' responsibilities are varied but substantive. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, run errands, 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 are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Students will be supervised by the DC Office Staff Assistant, who will train them to meet our high standards. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works.

Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment. Please apply by emailing your resume, a cover letter, and one writing sample to nchousejobs@gmail.com.

MEM-432-17 Congressman Dan Kildee's Washington, D.C. office is seeking motivated and hard-working college students for spring **internships**. Although internships are unpaid, students will gain valuable work experience in a fast-paced congressional office.

QUALIFICATIONS: Applicants must be highly motivated, have excellent oral and written communications skills, responsible, dependable, and eager to learn.

JOB DESCRIPTION: Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.

If interested, please send a cover letter and a resume to Jordan Dickinson at jordan.dickinson@mail.house.gov.

For more information on Congressman Dan Kildee and Michigan's 5th Congressional District, please visit our website at www.dankildee.house.gov.

MEM-431-17 Congressman Charlie Crist (FL-13) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for Fall 2017. 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, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Florida ties are encouraged but not required. Please send resume, cover letter, and one writing sample to FL13Internships@mail.house.gov. Applicants must be able to start immediately!

MEM-430-17 The House Democratic Caucus is currently accepting **intern** applications for the 2018 Spring Semester. This is a fulltime internship that requires a flexible schedule and the ability to travel. Our internship term runs from early-January through May. Interns will assist with weekly Caucus meetings, Member outreach, legislative work, and the annual Issues Conference. Interns will also handle front office duties such as answering

phones, distributing mail, coordinating Capitol tours, and greeting visitors. Qualified applicants must possess a pleasant attitude, attention to detail and a great work ethic. Candidates with prior Hill experience, great writing skills and strong familiarity with House Democrats are preferred.

Please email a cover letter and resume in PDF Form to CaucusInternResume@mail.house.gov with your availability. Include “2018 Spring Democratic Caucus Internship” in the subject line.