



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of January 11, 2021

MEM-006-21 Congressman Alcee L. Hastings (FL-20) is seeking highly motivated, detail oriented, and energetic applicants for a full or part-time unpaid **internship** in Washington, D.C. to begin immediately.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, and the willingness to learn. Primary responsibilities include answering phones, conducting legislative research and drafting memos, and assisting in managing the Congressman's official correspondence.

Congressman Hastings supports students requesting credit for their internship through their school or university. To apply please visit <https://alceehastings.house.gov/forms/internships/>. NO phone calls or drop-ins please.

This is an in-person internship. Applicants must be willing to wear a mask and adhere to strict social distancing and sanitation guidelines. Women and minorities are strongly encouraged to apply.

MEM-005-21 The Office of Congressman Kweisi Mfume (MD-07) is seeking a motivated, detail-oriented **intern** to work remotely in a fast-paced Congressional office.

Intern responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative

tasks as needed. As a result, the intern will learn about the legislative process and the many other functions of a congressional office.

The term of this paid internship will be from January to April 2021. Due to the COVID-19 pandemic, interns will solely work remotely for the duration of the internship and be provided the appropriate work equipment. The position is part-time (~20 hours a week).

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to Md07employment@mail.house.gov with “Spring 2021 Congressional Internship” in the subject line. 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.

District and Maryland ties are encouraged but not required. No phone calls, follow-ups or drop-ins, please. The deadline to submit applications is January 20th at 5:00 p.m. ET. No drop-ins or calls please.

MEM-004-21 The Office of Congressman Kweisi Mfume (MD-07) is seeking a Digital Press **Intern** to assist with a fast-paced communications operation for Spring 2021.

This is a paid, part-time position (~20 hours a week). Qualified candidates will have strong writing, video editing, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Digital Press Intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics, researching legislation, answering phones, and performing other press and administrative tasks as necessary. Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics.

Due to the COVID-19 pandemic, interns will solely work remotely for the duration of the internship and be provided the appropriate work equipment. The selected candidate will report to the Communications Director. Interested applicants should email a cover letter, resume, portfolio of created content, and dates of availability to Md07employment@mail.house.gov with “Spring 2021 Digital Press Internship” in the subject line.

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.

District and Maryland ties are encouraged but not required. No phone calls, follow-ups or drop-ins, please. The deadline to submit applications is January 20th at 5:00 p.m. ET.

MEM-336-20 The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Spring 2021 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 (juniors and seniors), recent graduates, and Master's and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

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 – Spring 2021" in the subject line of the email.

MEM-332-20 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his team.

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 virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, writing sample and dates of availability to Garamendi.Internships@mail.house.gov

MEM-324-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for a part-time social media **intern** for the spring internship session. The start date could be as early as Jan 4 (flexible depending on availability) with a flexible end date. Internships are paid, and transit benefits will be provided.

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, social media outreach, graphic design, digital editing, and various other tasks to assist staff. 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 internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].