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INTERNSHIP VACANCY LISTING

Week of January 13, 2020

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-005-20 Southern Democratic Member of Congress seeks both full-time and part-time interns for their Spring 2020 **internship** in the Washington, D.C. office.

Responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, running errands, drafting constituent correspondence, and other tasks as assigned. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. No drop-ins or phone calls.

Please email nchousejobs@gmail.com with the subject line “Spring 2020 - Internship Application” and attach a resume, writing sample, and include information regarding your full-time or part-time availability. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

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 Faiht.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.

MEM-668-19 The Office of Congressman Jim Banks is hiring **interns** for the spring semester. Congressman Jim Banks represents Indiana's third Congressional District. Internships in his D.C. office are paid. Hours are flexible based on school schedules and semester calendars.

If you are interested in interning with Congressman Banks please email garrett.serstad@mail.house.gov. For more information, please visit our website at Banks.House.gov.

MEM-667-19 The House Democratic Caucus is now offering full-time digital **internships**. Ideal candidates should be hardworking and highly motivated recent college graduates with a demonstrated proficiency in social media, graphic design and video editing.

Responsibilities include, but are not limited to: assisting with social media and livestreaming, fulfilling digital requests from Member offices, photographing events and other relevant tasks in support of the digital team and the Democratic Caucus. Applicants should possess excellent writing skills, have an interest in

political/government communications and be able to work in a fast-paced, demanding environment.

To apply, send a PDF version of your resume and a digital portfolio to DemCaucus.Digital@mail.house.gov that includes the following:

- Two examples of an original graphic design produced by the applicant
- Three original photographs produced by the applicant
- Three original social media posts regarding House Democrats
- Any other original sample content of the applicant's choice that demonstrates digital skills

Please include DIGITAL INTERN in the subject line. People of color, women and LGBTQ individuals are strongly encouraged to apply.

MEM-665-19 The House Judiciary Committee Democrats are looking for Spring 2020 **interns** who can assist in executing an aggressive communications strategy.

Candidates should have a strong interest in both public relations and public policy. Applicants should have excellent organizational skills and strong research, writing, and communication skills. The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Primary Duties:

- Assisting with committee hearings, press conferences, panels, forums, and other events
- Taking photos of and recording events
- Managing press lists, including creating issue-specific press lists
- Compiling press clips
- Drafting social media content (i.e. Facebook, Twitter, Instagram)

Please send a resume and cover letter to JudPressIntern@mail.house.gov

MEM-663-19 Republican Whip Steve Scalise (LA-01) is currently accepting applications for full and part-time **interns** for the spring internship session. The start date would be as early as January 6, 2020 (flexible depending on availability) with an end date of May 15, 2020. 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 Scalise supports students requesting credit for their internship through their university.

If interested, please visit <https://scaliseforms.house.gov/constituent-services/internships.htm> to complete your application and submit a resume and cover letter. 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].

MEM-661-19 The Democratic Staff of the House Committee on Veterans' Affairs seeks a full time digital/press **intern** for spring 2020 to start in early January. Candidates will work closely with the Press Secretary and Digital Media Assistant.

Responsibilities include but are not limited to drafting social media posts and digital content, assisting in developing graphics, event photography, and compiling press clips in addition to answering phones and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills and experience working with social media. Familiarity with photoshop is a plus!

Submit a resume, cover letter, and a sample of your digital work to veterans.internships@mail.house.gov. Please include in your cover letter how many days a week you would be available to work and your preferred start and end dates. This internship is unpaid and student veterans, women, minorities and LGBTQ candidates are strongly encouraged to apply.

MEM-660-19 The Office of Congresswoman Susie Lee is seeking full-time, unpaid Spring 2020 **interns** for our Washington, D.C. office. Responsibilities will include drafting memos and constituent letters, assisting legislative staff with research, answering phones, managing the front office, giving Capitol tours, greeting constituents, and other tasks as assigned.

Preferred candidates are current college students or recent graduates who work well under deadlines, pay close attention to detail, have a strong work ethic, have excellent customer service skills, and work well on a team. Nevada ties are strongly preferred, 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.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Spring Intern” in the subject line. Please indicate expected start and end dates in your cover letter. No phone calls or walk-ins please.

MEM-488-19 The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate **interns** and fellows for spring 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 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 January and commit through April/May.

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 ‘Spring 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. Applicants should aim to submit their materials by November 1, 2019.

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-416-19 The Democratic Staff on the House Education and Labor Committee seeks a health care **intern/fellow**. This position will work on the health team. Candidates should have familiarity with health policy, including the Affordable Care Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact health and human services policy is preferred. Prior Hill experience or policy experience is also preferred.

Tasks will include supporting the development of legislation regarding health policy, conducting issue and legislative research, and preparing written materials and legislative analyses. Applicants should be available to start in September 2019 and commit through December 2019.

To apply, applicants must submit the internship applicant information form (<https://edlabor.house.gov/about/internships/form>), a resume and a short writing sample. The office is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.

Please email resume and writing sample to E&L_Interns&Fellows@mail.house.gov with "Health Policy Intern/Fellow" in the subject line.