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INTERNSHIP VACANCY LISTING

Week of September 11, 2018

MEM-332-18 Rep. Steve Womack (AR-03)

Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for the fall semester. Interns will work closely with Congressman Womack's staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also is Chairman of the Budget Committee. Any interested candidates should send a current resume and cover letter to hannah.shea@mail.house.gov.

MEM-331-18 The Committee on House Administration Democratic staff is currently seeking both full-time and part-time **interns** for the 2018 Fall semester. This extended internship will begin immediately, lasting through December of 2018. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research. Interns will also assist in planning/executing New Member Orientation for newly elected members of the U.S. House of Representatives from the 2018 election cycle.

Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, assisting with front office duties, assisting in New Member Orientation duties, and assisting the committee's Elections Counsel.

Candidates must exhibit strong writing, communication, research, and organizational skills. Graphic design experience preferred, but not required. Please send a resume, brief writing sample and 2 graphic designs (if applicable) in **PDF format** to [Sydney.burns@mail.house.gov](mailto:Sydneym.burns@mail.house.gov) with "Congressional Internship" in the subject line.

MEM-329-18 The Office of Congressman Jared Huffman (D-CA) seeks a **Communications/Digital Media Fellow**. Primary responsibilities will include: drafting and creating social media content, writing media materials including press releases, advisories, op-eds, and speeches, updating website content, helping with production of the Congressman's podcast, compiling daily news clips, and creating and maintaining media lists. Candidates must have strong written and verbal communication skills, with the desire to come up with creative communications ideas and the ability to work under tight deadlines. The fellow will work closely with the Communications Director and the legislative staff of Congressman Huffman. Applicants with a background and strong interest in communications, public relations, or political science are preferred. Please send a resume, brief cover letter, two writing samples, and your availability to huffmanpressfellow@gmail.com with the subject line "Press Fellow." Preference given to individuals who can work a minimum of 25+ hours/week. This position offers a \$3500 stipend through the end of 2018.

MEM-327-18 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Fall of 2018 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 other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The 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. Wisconsin ties preferred, but not required.

Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.

- MEM-326-18** The office of California Democratic Member, Rep. Juan Vargas (CA-51), is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. The position is non-paid. Interested applicants should apply at the following link:
<https://vargas.house.gov/services/internships/congressional-internship-application>

No phone calls or drop-ins please.

- MEM-325-18** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 2018 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Serving as an intern in a Congressional office is an exciting opportunity! Our interns are provided with first hand experiences and gain invaluable insight into the legislative process, the importance of casework and the value of constituent and community outreach.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail, media relations experience and digital media expertise. Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus. This position is unpaid.

To apply, please send a cover letter, a resume and a list of references to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202) 225-4016.

- MEM-324-18** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time unpaid **interns** for Fall 2018 in Washington, D.C. Interns will assist the legislative and administrative staff with attending briefings, answering phones, coordinate and conduct tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Internships are open to undergraduate students and college graduates. Florida and District ties are encouraged but not required. No phone calls or drop ins. To apply, email a

resume, 1-2 page writing sample, and a cover letter including your availability as a single PDF to FL13.Internships@mail.house.gov.

MEM-323-18 Democratic Congressman seeks a **Press and Digital Media Fellow**. Responsibilities include drafting press releases; crafting social media posts; designing graphics, GIFs and web content; monitoring social media; building and managing press lists; and compiling daily press clips. Candidates must have strong written and verbal communication skills, fluency in Adobe Creative Suite, and an eagerness to work in a collaborative office environment. Ideal candidate would be a graduate student or recent graduate with a background in communications, journalism, public relations, public affairs or political science. Preference given to individuals who can work a minimum of 25-30 hours/week. This is an unpaid position but offers a unique opportunity to gain experience in a fast-paced Capitol Hill communications operation. Qualified candidates should submit a resume, cover letter, and writing sample to MD03Communications@gmail.com.

MEM-322-18 The Office of Congressman Michael Cloud (TX-27) is currently seeking a full-time press **intern** to start immediately in the Washington D.C. office. Applicants must have a proven digital portfolio, must be good with social media, and strong writing skills. Responsibilities include, but are not limited to: compiling press clips, creating and executing video content, building digital graphics, and taking direction from the communications director. Interns will be compensated with a monthly stipend. Texas ties are a plus. Interested applicants should send resume, portfolio, and cover letter to TX27.Internship@mail.house.gov.

MEM-321-18 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 fall session, with positions available starting early September. 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-320-18 New Jersey Democrat seeking **interns** for the fall semester - Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: nj08jobs@gmail.com. No phone calls or drop-ins.

MEM-318-18 New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns** for the fall, preferably to begin at the end of August and finish in December. Interns will: Assist with office administrative tasks, sorting incoming mail, greeting visitors, and answering the telephone.

- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes the residents of most of the Upper West Side, Lower Manhattan, and sections of Brooklyn. Congressman Nadler is the Ranking Member of the House Judiciary Committee, where he has served as Chairman or Ranking Member of its Subcommittee on Constitution, Civil Rights, and Civil Liberties for 13 years and also served as the Ranking Member of the Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please email resume, brief cover letter, and 1-2 page writing sample to: Jazmine.Bonner@mail.house.gov

MEM-317-18 The Washington, DC office of Congressman Joe Wilson (SC-02) is seeking motivated, organized, and reliable **interns** for the fall of 2018. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative duties. Successful candidates will possess excellent written and oral communications skills, a strong attention to detail, an ability to work in a fast-paced environment, and an eagerness to learn. Southern ties are a plus. Please send a resume and cover letter to Joshua.Grant@mail.house.gov with "Fall 2018 Internship" in the subject line.

MEM-316-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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 hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-315-18 Congressman Ron Estes is currently seeking **interns** for this fall (September-December). Congressman Estes represents Kansas' 4th District and serves on the House Homeland Security Committee and the House Education and the Workforce Committee.

Interns will gain invaluable work experience and hours are flexible to accommodate hectic course schedules. Generally office hours are 8:30 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when Congress is not in session. While in Washington, interns' responsibilities will vary. They will be asked to answer phones, 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. This position is unpaid. To apply for an internship in Washington D.C. please send a resume and cover letter to Ks04dc.internapplication@mail.house.gov

MEM-314-18 A North Carolina Congresswoman is seeking one or two Fall 2018 **interns** for a Congressional Internship Program in DC. Interns will have access to the various functions of a congressional office including administration, legislative, and communications. You will have many opportunities to learn about the legislative process, work with constituents, and work with our communications team. Diverse applicants are encouraged to apply.

RESPONSIBILITIES INCLUDE:

- Administration
 - Managing constituency,
 - Answering and logging phone calls,
 - Managing and logging incoming and outgoing mail.
 - Tours and greeting constituents
- Legislative
 - Policy research and writing
 - Research various policies both within and out of priorities.
 - Write draft memos for the legislative team
 - Attend legislative briefings and conduct written reports
- Communications
 - Draft tweets, talking points, social media posts.
 - Assist in the creation of flyers.
 - Work closely with Press Fellow and Press Secretary
- Other responsibilities as needed.

To apply please send a resume and an optional writing sample to NChousejobs@gmail.com. In the subject line please put the following: "Internship Application for Fall 2018".

MEM-312-18 Congressman Bill Posey (FL-08) is currently seeking highly motivated and organized applicants for part-time or full-time **internships**. Candidates should possess interest in the legislative process, excellent communication skills, attention to detail, and a positive attitude. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, constituent correspondence, legislative research, and performing various administrative tasks. Florida ties are preferred but are not required. If interested, please send a resume to FL.Conservative@mail.house.gov.

MEM-299-18 The Democratic Staff of the Committee on Rules is seeking full-time, qualified and energetic **interns** for September-December. The interns will work with staff to prepare materials for committee meetings, conduct research projects for memos, answer phones, and complete a variety of other administrative tasks.

Ideal candidates have excellent attention to detail, good writing skills, a strong work ethic, and a strong interest in learning about or a working knowledge of House floor procedures. Applicants must have a good attitude and be willing to perform a variety of tasks. Previous hill internship experience is preferred but not required. Interested candidates should submit a cover letter and resume to RulesInternDem.Application@mail.house.gov.

Equal opportunity employer. No calls or drop-ins please.

- MEM-298-18** The Majority Staff of the House Budget Committee is currently accepting applications for Fall 2018 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy, based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one-page writing sample, and completed application to budget.interns@mail.house.gov. These materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.
- MEM-295-18** The Office of Congressman Gene Green (D-TX) is seeking **interns** for the fall semester in his Washington, DC office. While all internships are unpaid, students gain invaluable work experience. Our interns' responsibilities will cover answering phones, leading Capitol tours, writing constituent letters, attending hearings and briefings, running errands, and assisting staff with various duties as they occur. Congressman Green serves on the Energy and Commerce Committee and is the Ranking Member of the Health Subcommittee. Interns will be able to get a broad perspective of the legislative process and how a congressional office functions. Hours can be flexible to accommodate students' course schedules, but generally hours run from 9:00am to 6:00pm every day. Applicants should be highly motivated, ready to learn, and eager to work in a fast-paced environment. The internship will run from September to November. Please apply by emailing your resume and a cover letter to TX29internship@gmail.com.
- MEM-294-18** Congressman Keith Rothfus (PA-12) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2018 term. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to david.androphy@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties are not required.
- MEM-293-18** Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2018 term, August to December. Intern responsibilities include greeting guests in the front office,

opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to marshall.stallings@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. The position is unpaid and is open to current students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-292-18 Fall 2018 Legislative **Internship** - Rep. Tulsi Gabbard (unpaid)
REPORTS TO: Intern Coordinator/Supervisor

CORE RESPONSIBILITIES:

- to assist in performing research, processing the mail, data entry, reception duties and other office errands.
- to assist the legislative team by drafting memoranda on legislation, votes, research projects, and an assigned policy proposal.

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);
- answers the telephones, and 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;
- drafts memoranda on vote recommendations, cosponsor requests for legislation, and other research projects as assigned;
- creates a policy proposal for a bill with the help of legislative staff; and
- performs other duties as assigned by the Intern Supervisor.

Please send resumes to Patrick.koetzle@mail.house.gov and Andres.chovil@mail.house.gov.

MEM-291-18 Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.

Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.

This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a resume and cover letter to CA34.internship@mail.house.gov with “Internship Application” in the subject line.

MEM-290-18 The Office of Congressman Matt Gaetz (R-FL) is seeking **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. Congressman Gaetz serves on the Armed Services Committee, Judiciary Committee, and the Budget Committee. Interns will be able to get a broad perspective of these issue areas and the federal government in action. 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 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 and a cover letter to alexis.dejarnette@mail.house.gov.

MEM-289-18 California Democratic Member is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. The position is non-paid. Interested applicants should apply at the following link:

<https://vargas.house.gov/services/internships/congressional-internship-application>.

No phone calls or drop-ins please.

MEM-287-18 The Office of Congressman Mike Rogers is looking for a full or part-time **intern** for the Fall Semester. Duties include but are not limited to: research; answering constituent correspondence; attending hearings and briefings in specific legislative areas; assisting staff with tours of the U.S. Capitol Building; and answering phones, and greeting visitors. This is a great opportunity for someone who may be looking for a job or going to school part time. Southern ties are preferred, but not required. To apply, please email a resume to haley.wilson@mail.house.gov.

MEM-283-18 The Office of Congressman Mark DeSaulnier (CA-11) is seeking a **press/digital intern** to assist with a fast-paced communications operation in our Washington, D.C. office for Fall 2018. Qualified candidates should possess strong oral and written communications skills, and be detail-oriented. Digital content (esp. Facebook, Twitter, and Instagram), graphic design, and video editing experience is a plus. Intern duties include assisting with press related projects, compiling daily press clips, developing social media content, drafting e-newsletters, and more.

This internship is unpaid, and applicants should be available from September through December. Interested applicants should email a cover letter, resume, as well as dates and times of availability to aimee.wall@mail.house.gov with "Press Internship, Fall 2018" in the subject field.

MEM-280-18 The Office of Congressman Michael Cloud (TX-27) is currently seeking Full-Time or Part-Time **interns** for both Fall and Winter of 2018 in our Washington D.C. office. Applicants must be motivated, professional, dependable and hold strong written and verbal communication skills. Responsibilities include, but are not limited to: answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, flexible, detail-oriented, eager and willing to learn, and proactive. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. Texas ties are preferred, but not required. Interested applicants should send resume, cover letter, and availability to TX27.Internship@mail.house.gov.

MEM-279-18 Illinois Democratic Office has openings for full-time **interns** and fellows to support our administrative, legislative, and communication teams in our Washington Office. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, researching information, and other duties as assigned.

Applicants should be professional, hardworking, reliable and have strong writing and communication skills. Illinois ties are preferred, but not required. Internships are unpaid and are available for the Fall semesters. Interested candidates should submit your writing sample and resume to ResumeIL01@mail.house.gov. **No phone calls or walk-ins please.**

MEM-278-18 Congressman John K. Delaney seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2018. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample, combined in one pdf, to md06.internships@mail.house.gov with “Fall Congressional Internship” in the subject line.”

MEM-277-18 The office of Congresswoman Terri A. Sewell (D-AL) is seeking a full time **Digital and Press Intern** to start in mid-September of 2018.

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 Communications Director, 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-276-18 Congressman Erik Paulsen’s office is currently accepting applications for unpaid **internships** in our Washington, D.C. office.

A Congressional internship offers applicants an exciting opportunity to support staff while learning about the daily operations of the Legislative branch. Interns will assist the staff with constituent services, communications, administrative tasks, and legislative research. Congressman Paulsen's Internship Program is designed primarily for the educational benefit of the participant. Interns working in the District Office have the opportunity to contribute to the office's interaction with the surrounding community through constituent services, local events, and community meetings. Interns in the Washington, D.C. Office will gain insight into the federal government and the legislative process by working closely with staff and attending hearings and briefings. Candidates should have a strong work ethic, be highly organized and motivated, and possess a positive attitude.

This internship is unpaid. College credit, if applicable, will be provided. MN ties preferred but not required. Qualified applicants should send their cover letter and resume to Joe Dillon at Joe.Dillon@mail.house.gov.

MEM-274-18 Congressman Bill Huizenga (MI-02) is now accepting applications for his Fall 2018 **Internship** Program in his D.C. office from early September through early December.

Successful applicants will have a positive and friendly attitude, a willingness to learn new skills, an interest in politics and legislation, excellent written and verbal communication skills, and proficiency with Microsoft Office Programs (primarily Microsoft Word, Excel)

Duties:

- Sitting at the front desk: answering phones, sorting mail, data entry, greeting visitors/meetings
- Researching legislation, database creation and work, assisting with press clips, various errands around Capitol Hill/DC, keeping supplies stocked, attend hearings
- Assisting scheduler with filing, calling, etc.
- Congressional Internships are often fast-paced, high-stress, professional, involve quick thinking.
- Congressional Interns are an integral part of the staff. Successful completion of related duties allows other staff to assist with policy-related matters and to aid Congressman Huizenga.
- Conducting tours/guiding constituents through the U.S. Capitol Building

Hours will vary on number of applicants but generally Monday-Friday 8am-5pm. The office may accommodate interns who are available only part time.

How to apply:

- Fill out the internship application, which can be found under the Services tab on <https://huizenga.house.gov>.
- Send your updated resume and a cover letter to Phillip.Rokus@mail.house.gov.

MEM-272-18 Representative Debbie Dingell (D-MI) is seeking full or part-time unpaid congressional **interns** for her Washington, D.C. office for Fall 2018 (mid-August to December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated, detail-oriented and possess strong communication and writing skills. This is a great opportunity for students seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume, cover letter and dates and times available with the subject line "Fall Internship" to timothy.huebner@mail.house.gov.

MEM-269-18 Congresswoman Suzan DelBene seeks full or part-time fall **interns** for her Washington, D.C. office. Interns will work in a fast-paced and fun congressional office, gaining valuable experience and knowledge of the United States Congress. Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Additionally, interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff. The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Washington state ties are a plus but are not required. Interested applicants should send a current resume and cover letter to Internship.DelBene@mail.house.gov. No phone calls please.

MEM-268-18 The Office of Congressman Rod Blum (IA-01) is currently seeking full time and part time unpaid **interns** for the Fall 2018 Internship Program in Washington, D.C. and district offices in Dubuque, Cedar Falls, and Cedar Rapids. The internship begins in September and continues through December.

In Washington, D.C., duties include providing service to constituents through answering phone calls, greeting visitors, drafting correspondence letters, attending briefings and hearings, researching legislative issues, leading Capitol Building tours, and assisting senior staff with projects.

In the First District, duties include providing service to constituents by assisting with case work and helping with event organization, in addition to office tasks such as answering phone calls, greeting visitors, drafting correspondence letters, and assisting with media clips.

Successful applicants will have excellent written and verbal communication skills, sharp attention to detail, ability to prioritize and organize tasks, and a strong interest in the legislative process.

Internships are open to undergraduate students and college graduates. All interested students are encouraged to fill out the application posted on <https://blum.house.gov/forms/internships/>.

MEM-267-18 The Personal Office of Congressman Eliot L. Engel, the Ranking Democrat on the House Foreign Affairs Committee, is searching for prospective students who wish to **intern** at our Washington D.C office. Duties include: taking phone calls, responding to constituent concerns, and assisting official staff by attending briefing and Congressional hearings.

Aside from the varying duties, a prospective intern should be able to communicate effectively; be an attentive listener; and possess good writing skills. This is an unpaid internship but can be counted for course credit. Though we are open to a variety of academic backgrounds, preferred candidates would be those majoring in: Political Science, Social Work, Government Affairs, and History. Most candidates are college students or recent graduates.

As an intern in the Office of Congressman Engel, one is expected to act with the utmost courtesy and professionalism. We expect our interns to respect the office and its constituents as the office serves not only at the pleasure of the community, but also as the public face of Congressman Engel. It is a concrete actualization of civics in action.

If you would like to be considered for a position, please email your resume and cover letter to Engel.Internship@mail.house.gov. In your application, be sure to include the semester and/or dates you would be available to intern. NY ties a plus, but not required.

MEM-266-18 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** for the Fall of 2018. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Successful candidates 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. California ties are a plus. Please send a resume, cover letter and dates of availability to Robert.Clark@mail.house.gov with “Fall 2018 Internship” in the subject line.

- MEM-265-18** The Office of Congressman Ralph Norman (SC-5) is currently seeking Full-Time or Part-Time **interns** for both Fall and Winter of 2018 in our Washington D.C. office. Applicants must be motivated, professional, dependable and hold strong written and verbal communication skills. Responsibilities include, but are not limited to, answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings, assisting the legislative staff, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, detail-oriented, and self-starters. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. South Carolina ties preferred, but not required. Interested applicants should send resume, cover letter, and availability to Kimberly.Hammond@mail.house.gov.
- MEM-262-18** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Fall of 2018 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 other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The 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. Wisconsin ties preferred, but not required. Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.
- MEM-261-18** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time unpaid **interns** for Fall 2018 in Washington, D.C. Interns will assist the legislative and administrative staff with attending briefings, answering phones, coordinate and conduct tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Internships are open to undergraduate students and college graduates. Florida and District ties are encouraged but not required. No phone calls or drop ins. To apply, email a resume, 1-2 page writing sample, and a cover letter including your availability as a single PDF to FL13.Internships@mail.house.gov.
- MEM-259-18** The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergraduate and recent graduate student legislative **interns** for the Fall 2018 program (August/September through December).

An internship with the Energy and Commerce Democrats 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.

Ideal candidates are organized and committed students (and/or recent graduates) eager to join a fast-paced environment and build upon their knowledge of how Congress works. 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. Although internships are unpaid, applicants may request the Committee's assistance in receiving credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) to InternshipResume.EC@mail.house.gov. In the subject line, please indicate the program session for which you are applying (e.g. [Fall 2018] Legislative Intern Application):

In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-258-18 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 fall session, with positions available starting mid-August. 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-256-18** The Office of Congressman Chris Smith (NJ-04) is seeking applicants for an unpaid **internship** in the Washington, DC office for Fall 2018. Duties include, but are not limited to, answering constituent phone calls, leading tours of the Capitol, attending hearings and briefings on behalf of staff, sorting and distributing mail, drafting correspondence, and assisting with research tasks. Candidates should possess strong writing and communications skills as well as attention to detail. All majors are encouraged to apply. Please send a resume, writing sample, and a list of references to NJ04.scheduling@mail.house.gov with "Fall Internship 2018" in the subject line.
- MEM-255-18** Congressman Dave Loebsack (IA-02), is currently hiring fall **interns** for his Washington, D.C. office to start immediately. Responsibilities include but are not limited to: maintaining the front office, greeting visitors, processing constituent correspondence, writing letters, attending hearings and briefings, and answering the main office phone line. Interns will have the opportunity to learn about the legislative process and the federal government by working closely with the legislative, communications and constituent services staff members. 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-254-18** 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-253-18** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for fall 2018 **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 Zach Rosen at colleen.carlos@mail.house.gov. Please include availability in your cover letter.

MEM-252-18 The Washington D.C. office of Congressman Sander Levin (MI-09) is now accepting applications for full/part-time Fall **interns**. Start/stop dates are flexible. Basic intern responsibilities include greeting visitors, answering phones, legislative research and correspondence, assisting staff on various projects, conducting tours of the Capitol Building, and other office tasks. Interns will also have the opportunity to attend hearings and briefings of interest. Candidates must be motivated, flexible, confident, and able to work well independently in a fast-paced environment. Michigan ties are preferred but not required. Applicants must be currently enrolled in college. Internships are unpaid, but college credit is available. Qualified candidates should apply at <https://levin.house.gov/serving-you/internships/internship-online-application>. If you have any questions concerning the internship, please do not hesitate to email David.Beer@mail.house.gov or call (202) 225-4961.

MEM-251-18 Louisiana Republican Congressman Ralph Abraham (LA-05) is seeking motivated and hardworking **interns** to fill positions immediately. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Candidates should 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. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Louisiana/Southern ties are a plus but not required. If you are a student we are happy to work with your college or university to arrange for academic credit. Please send a résumé and cover letter in PDF form to LA05.Intern@mail.house.gov with “Fall Internship” in the subject line.

MEM-175-18

Congressman Mike Bishop (MI-8th District) is a member of the U.S. House of Representatives and serves on the Ways and Means Committee. Congressman Bishop represents Ingham County, Livingston County, and North Oakland County of Michigan. The Fall **Internship** Program will be based out of his Washington D.C. Office. Chosen applicants will have the opportunity to develop expertise in a congressional office and constituent relations. Applicants must possess excellent writing skills, a proactive work ethic, and the ability to learn quickly. Internships are unpaid, but our office is happy to support programs offering academic credit.

To apply, please send a resume, cover letter, writing sample (1 to 2 pages any topic), and availability to Erin Beebe via email at Erin.Beebe@mail.house.gov.

Office Duties:

- Drafting constituent commendations and correspondence
- Assisting in research relating to legislation
- Conduct and lead tours of the Capitol building for our constituents
- Directing constituent phone calls

Requirements:

- Ability to communicate professionally and diplomatically at all times
- Experience in a professional work environment
- Knowledge of current events
- Commitment to staying informed on federal legislation and current events

Office Information:

- Office hours are from 9:00am to 5:00pm Monday through Friday
- Our D.C. office address is 428 Cannon House Office Building Washington, DC 20515
- Business professional dress is required