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**House Vacancy Announcement and Placement Service (HVAPS)**

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202-226-5836

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of August 12, 2019**

**MEM-389-19** The Office of Congressman Anthony Brindisi (NY-22) is currently seeking candidates for a full-time paid **internship** for the Fall 2019 Semester in our Washington, D.C. office.

Responsibilities include but are not limited to answering phones, conducting legislative research and projects, attending briefings/hearings, leading Capitol tours, and managing the front office.

New York ties are preferred but not required. To apply, please send a resume, cover letter, and writing sample to [Kevin.Porter@mail.house.gov](mailto:Kevin.Porter@mail.house.gov) with the subject line "Fall Internship Application".

**MEM-388-19** The House Democratic Caucus Office is seeking motivated, detail-oriented **interns** to work in a fast-paced leadership office. Interns will be primarily responsible for operational tasks such as managing the front office, answering phones, helping to execute weekly meetings, running the letter folding program and additional administrative tasks. The program will also include an educational work component where interns will attend Congressional briefings and hearings, conduct research and draft internal memos.

The term of the Internship will be from early September through late December 2019. Ideal applicants will have a professional and positive attitude, proficiency with Excel, a demonstrated knowledge of the House Democratic Caucus and a passion for politics and the legislative process. Event management experience is a plus.

Qualified applicants should send resume, cover letter and three references to [caucusinternresume@mail.house.gov](mailto:caucusinternresume@mail.house.gov). Women, minorities, LGBTQIA+ individuals and those with disabilities are encouraged to apply. No drop-ins or calls please.

**MEM-387-19** The Office of Congressman Doug Lamborn (CO-05) is currently seeking candidates for a paid **internship** for the 2019 Fall semester in our Washington D.C. office.

Interns will assist the legislative staff by conducting research, answering phones, leading tours, and helping with administrative tasks. Interns will also greet constituents and should be team-oriented and have strong communication skills.

This is a paid internship that provides a truly unique experience to gain experience in a fast-paced office on Capitol Hill. Qualified candidates should submit a resume and cover letter to [Wesley.Harkins@mail.house.gov](mailto:Wesley.Harkins@mail.house.gov) with the subject line saying "Fall Internship". Colorado ties not necessary but preferred.

**MEM-386-19** A House committee minority office is looking for motivated, detail-oriented, and energetic individuals for **internships** in Washington, D.C. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Duties include: researching legislation for legislative staff, attending hearings and briefings, keeping track of relevant news, and performing administrative duties.

To apply, please send a resume and cover letter to [adele.borne@mail.house.gov](mailto:adele.borne@mail.house.gov) with the phrase "Fall 2019 Internship Application" in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

**MEM-383-19** The Office of Congressman Glenn "GT" Thompson (PA-15) is accepting applications for 2019 fall **interns** in his Washington, D.C. office. Applicants should be self-motivated and detail-oriented, as well as be able to successfully multitask in a fast-paced, professional environment. Duties include, but are not limited to: data entry, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects.

A qualified candidate will have strong oral and written communication skills. Pennsylvania ties are preferred, but not required. Interested applicants should

submit their resume and cover letter to [danny.reeves@mail.house.gov](mailto:danny.reeves@mail.house.gov) with “Fall 2019 Internship” in the subject line. Please, no phone calls or walk-ins. This position is paid.

Contact: [Danny.reeves@mail.house.gov](mailto:Danny.reeves@mail.house.gov)

**MEM-377-19** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in early September. 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 a paid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov)

**MEM-372-19** The Office of Congressman Ted Yoho (FL-3) is currently seeking candidates for an unpaid **internship** for the 2019 Fall semester in our Washington D.C. office. Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner.

Successful candidates will be personable, flexible, detail-oriented, 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. Florida ties are preferred but not required. Interested applicants should email a resume and cover letter with the subject line “Fall 2019 Congressional Internship” to Alejandro Puga at [Alejandro.Puga@mail.house.gov](mailto:Alejandro.Puga@mail.house.gov)

Congressman Yoho sits on the Foreign Affairs Committee and Agriculture Committee.

**MEM-371-19** Congressman Dan Meuser (PA-09) seeks applicants for part-time and full-time **internships** for Fall 2019 in his Washington, D.C. office. Interns will assist with legislative and administrative tasks by conducting research, answering phones, leading tours, drafting letters, among other tasks. Pennsylvania ties are preferred but not required.

Interested candidates should send a cover letter and resume to [PA09Jobs@mail.house.gov](mailto:PA09Jobs@mail.house.gov). Please no drop-ins or phone calls.

**MEM-369-19** Position: Legislative **Intern**

Description: Southern Republican seeks a highly motivated individual to serve as a paid legislative intern in the Washington, D.C. office.

Requirements: This position requires an individual with excellent communication and writing skills.

Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment.

Office: Ted Budd (NC-13)

Contact: [sam.shumate@mail.house.gov](mailto:sam.shumate@mail.house.gov)

**MEM-368-19** The House Foreign Affairs Committee Majority Staff is currently looking for full-time **interns** for the Fall 2019 semester. Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision.

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

If you would like to be considered for an internship please submit a one-page resume and cover letter to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include "Fall 2019 Internship Application" in the subject line of the email.

**MEM-366-19** Congressman Tom Malinowski (NJ-07) seeks a Communications and Digital Media **Fellow**. Responsibilities include drafting press releases and speeches; crafting social media posts; maintaining website and digital platforms; designing graphics, and compiling daily press clips. Candidates must have strong written and verbal communication skills, the ability to work in a fast-paced environment, professionalism, and a good sense of humor.

Ideal candidate would be a graduate student or recent graduate with a background in communications, journalism, public relations, public affairs or political science.

This position offers a stipend of \$500 per month and provides a unique opportunity to gain experience in a fast-paced Capitol Hill communications operation. Qualified candidates should submit a resume, writing sample and social content/graphic design sample to [nj.07resumes@gmail.com](mailto:nj.07resumes@gmail.com) the subject line “Communications and Digital Media Fellow”.

**MEM-364-19** The Office of Congressman Ted Yoho (FL-3) is currently seeking candidates for an unpaid **internship** for the 2019 Fall semester in our Washington D.C. office.

Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner.

Successful candidates will be personable, flexible, detail-oriented, 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. Florida ties are preferred but not required. Interested applicants should email a resume and cover letter with the subject line “Fall 2019 Congressional Internship” to Courtney Atwater at [Courtney.Atwater@mail.house.gov](mailto:Courtney.Atwater@mail.house.gov)

**MEM-363-19** The House Committee on Oversight and Reform Majority Staff seek a motivated and reliable digital **intern** to fill a full-time position in the fall. Intern responsibilities include, but are not limited to, content creation, website maintenance, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment.

Candidates of all backgrounds are encouraged to apply.  
To apply, please send a resume, cover letter, and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-362-19** The House Committee on Oversight and Reform Majority Staff seek a detail-oriented student or recent graduate with a passion for communications to fill a full-time press **intern** position in the fall. The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. This position reports to the deputy press secretary and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-361-19** The Office of Congressman Ted Yoho (FL-3) is currently seeking candidates for an unpaid **internship** for the 2019 Fall semester in our Washington D.C. office.

Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner.

Successful candidates will be personable, flexible, detail-oriented, 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. Florida ties are preferred but not required. Interested applicants should email a resume and cover letter with the subject line "Fall 2019 Congressional Internship" to Alejandro Puga at [Alejandro.Puga@mail.house.gov](mailto:Alejandro.Puga@mail.house.gov)

**MEM-359-19** The Office of Rep. Paul Tonko (NY-20) is seeking a Communications **Intern** for the Fall Semester. Communications interns assist with a fast-paced communications operation. Qualified candidates have academic or professional experience in American politics, can work on extremely short deadlines, and excel at most or all of the following: writing, editing, event support, social media, and photography.

Communications intern duties may include:

- Daily press clips
- Answering phones
- Drafting documents for distribution to media
- Messaging & interview prep documents
- Social media content development
- Event photography
- ...and more!

Preference will be given to residents of the 20th district and Upstate New Yorkers. Interested applicants should email a cover letter, resume, 1-3 page writing sample, and dates of availability to [katie.greenberg@mail.house.gov](mailto:katie.greenberg@mail.house.gov) with "Fall Internship" in the subject field. This position does come with a stipend.

**MEM-358-19** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 2019 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail.

Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus. A stipend is available.

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

**MEM-356-19** Marisol del Carmen Rodriguez was a faithful and tireless advocate of civic engagement. Marisol herself was afforded a public service internship with then-Judge Sylvia Garcia that led to a lifelong commitment to the ideals of enriching and empowering all people in her community. Through this fellowship, Marisol will continue her legacy of service, education and a selfless dedication to the betterment of her community.

The Marisol del Carmen Rodriguez Congressional **Fellowship** is a fully funded fellowship program in Congresswoman Sylvia R. Garcia's Washington, DC office. It is a competitive program awarded to outstanding students or recent graduates with a demonstrated interest in public service or public policy and strong ties to the 29th Congressional District of Texas.

The fellow(s) will gain hands-on office experience while learning about the legislative process. They will work closely with staff conducting research, drafting letters, and preparing for hearings. Other responsibilities will include leading Capitol tours, answering and screening telephone calls, managing the front office, tracking media coverage, and other duties as necessary. Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates are strongly encouraged to apply.

The position is available beginning in August 2019. To apply, send a resume and cover letter to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with the subject "Marisol Rodriguez Congressional Fellowship". In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

**MEM-355-19** The Office of Congressman Roger Williams (TX-25) is currently seeking candidates for a paid **internship** for the 2019 Fall semester in our Washington D.C. office. Applicants must be motivated, professional, dependable, and hold strong communication skills. Primary responsibilities include answering phones, corresponding with constituents, leading U.S. Capitol tours, assisting the legislative staff, attending Congressional hearings, and completing legislative projects in a timely manner.

Successful candidates will be personable, flexible, detail-oriented, 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 email a resume and cover letter with the subject line “Fall 2019 Congressional Internship” to Colton Teis at [Colton.Teis@mail.house.gov](mailto:Colton.Teis@mail.house.gov)

**MEM-354-19** The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time paid **interns** for his Washington, D.C. office during the fall semester. Applicants should possess strong written and verbal communication skills.

Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to [hannah.cooke@mail.house.gov](mailto:hannah.cooke@mail.house.gov). No phone calls or drop-ins, please.

**MEM-353-19** The Democratic Majority of the Committee on Rules is seeking a full-time press **intern** for the upcoming semester (September-December). Opportunities will include compiling daily press clips, working collaboratively to generate creative and engaging content for digital platforms, and assisting communications staff with the creation of additional materials as needed.

Ideal candidate is a politically savvy, detail-oriented, and creative self-starter who is familiar with graphic and/or video design, with an interest in learning about House procedure. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and diverse candidates, those with untraditional backgrounds, women, and LGBTQ persons are strongly encouraged to apply.

Applicants should send both a resume and brief cover letter with the subject line: Rules Press Intern Fall 2019 – Last Name, First Name explaining why you want to join, in particular, the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-352-19** The Democratic Staff of the Committee on Rules is seeking full-time, energetic **interns** for the upcoming semester (September – December). Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks.



Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: Rules Intern Fall 2019 – Last Name, First Name explaining why you want to join the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-351-19** The House Democratic Policy & Communications Committee (DPCC) seeks a press **intern** to begin in September to support the communications team. Responsibilities include, but are not limited to, drafting press materials, maintaining website and digital platforms, clipping and editing videos, updating reporter and contact lists, coordinating events, and other administrative duties as assigned.

Candidates must have strong writing skills, familiarity with digital products and editing software, and the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume and cover letter to [dpcc@mail.house.gov](mailto:dpcc@mail.house.gov) with the subject line “2019 Summer DPCC Internship.”

**MEM-350-19** NY Democrat seeks a highly motivated Press **Fellow** to help their communications team execute their press and social media strategy. Responsibilities include writing talking points and speeches, maintaining media lists, drafting letters and correspondence, writing press releases and statements, media monitoring, compiling daily press clips, and assisting the Communications team in drafting prep materials and other written products. Candidates must possess strong writing and time management skills.

Please send a cover letter, resume, and 3 writing samples to [ResumeNY@mail.house.gov](mailto:ResumeNY@mail.house.gov) “Press Fellow” in the subject line.

We are an equal opportunity employer that is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.

**MEM-349-19** NY Democrat seeks a highly motivated Digital Media **Fellow** to join its fast-paced Washington D.C. communications operation. Primary responsibilities will include taking photos, filming and live streaming events, drafting and creating

social media content, aiding in the design of mailers, and producing high-quality online graphics and videos. A qualified candidate will be interested in digital press strategy, be ready to work in a fast-paced environment, and will take initiative. Past experience in communications or digital roles is preferred. Experience in filming and editing is required. New York ties are a plus.

Please send a cover letter, resume, and 3 samples of video editing or graphic design to [ResumeNY@mail.house.gov](mailto:ResumeNY@mail.house.gov) with “Digital Media Fellow” in the subject line.

We are an equal opportunity employer that is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.

**MEM-348-19** The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a paid press **intern** for the DC office this fall. Qualified applicants have very strong writing and communication skills, experience with video editing and content creation, a strong sense of professionalism and demonstrate a solid work ethic. Spanish speaking candidates with Texas ties are strongly encouraged to apply. Responsibilities include but are not limited to: working closely with staff to draft social media content on a variety of issues and social media platforms, tracking media coverage, executing daily press clips, and editing the weekly video shoot.

The position is available beginning in August 2019. To apply, send a resume and cover letter to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with the subject “Fall Press Internship Application”. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

**MEM-347-19** The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a motivated, detail-oriented, and energetic individual for a paid **internship** position this fall in Washington, DC. This internship will be an invaluable opportunity to gain hands-on office experience while learning about the legislative process. Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply.

Responsibilities include but are not limited to: Drafting constituent correspondence on a variety of issues, leading Capitol tours, assisting legislative

staff with research, answering and screening telephone calls, managing the front office, participating in hearing preparation, tracking media coverage, and other duties as necessary.

The position is available beginning in August 2019. To apply, send a resume and cover letter to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with the subject "Fall Internship Application". In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

**MEM-346-19** Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Fall 2019 session in his Capitol Hill office. The fall session dates are August 26- December 20th. The internship schedule is flexible to accommodate classes. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to [Curran.smolinsky@mail.house.gov](mailto:Curran.smolinsky@mail.house.gov) before August 16th . Please specify what your internship schedule may look like.

**MEM-345-19** Congresswoman Abigail Spanberger seeks a driven, detail-oriented, hardworking, and engaged individual to join her DC staff for a fall semester **internship**. Elected in 2018, Spanberger is the first woman to represent Virginia's 7th district and the first democrat in 50 years. Her dynamic team is working to improve the lives of 7th district constituents and communities.

Essential duties and responsibilities include assisting the front office staff with answering constituent phone calls, sorting and batching mail, drafting correspondence, addressing concerns of constituents, working with the legislative team to conduct research on issue areas, collaborating with the Communications department to track, organize, and manage social media accounts, and giving staff-led tours throughout the Capitol.

Knowledge, skills, and abilities include: Responsible, reliable, punctual; knowledge of the district, its constituents, and its needs; ability to problem solve, think quickly, and adapt; and handle sensitive information.

Please visit <https://spanberger.house.gov/contact/student-internships.htm> for additional information and instructions on how to apply.

**MEM-342-19** The Washington D.C. office of Congresswoman Suzan DelBene (WA-01) seeks paid **interns** for our Fall 2019 Internship Program. Ideal candidates will possess excellent verbal and written communication skills, experience with research, and an enthusiasm for civics and constituent service. Applicants must be prepared to juggle multiple different tasks in a fast-paced environment.

Intern duties include:

- Constituent services (answering and logging phone calls, conducting Capitol tours, etc.)
- Researching and writing responses to constituent letters
- Assisting legislative staff with issue research and briefings
- Other duties as assigned

To apply, please send a cover letter, 1-2 page writing sample, and resume to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov). Interns will be paid a stipend. The internship will start at the end of August/beginning of September. Drop-ins and phone calls are discouraged.

The office of Congresswoman DelBene is an equal opportunity employer. Women, minorities, individuals with disabilities, and members of the LGBTQ community are encouraged to apply. Washington state ties are a bonus.

**MEM-341-19** Midwest Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in the Washington, D.C. office. This position requires an individual to provide excellent constituent service.

Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment.

Requirements: Please e-mail resume and cover letter to [NE.01@mail.house.gov](mailto:NE.01@mail.house.gov) with "Fall Intern" in the subject line.

**MEM-340-19** The Office of Congresswoman Susan Wild (PA-07) is seeking a full or part-time press **intern** to assist a fast-paced press team in Washington D.C. Intern duties include drafting press releases and advisories, drafting digital content, sorting press clips, and assisting the press team with a variety of projects as needed. The

ideal candidate possesses strong writing skills and is passionate about public service. Adobe Premiere, Photoshop, and Illustrator skills a plus.

Preference will be given to candidates who have completed their first year of college, who have Pennsylvania ties, and who are majoring in Communications, Journalism, Public Relations, English, Government or other related fields. At the top of your cover letter, please indicate that you are specifically interested in the press internship. Please be advised that though this is a press-focused internship, regular intern duties will also be assigned.

TO APPLY, please e-mail a resume and cover letter including desired start date and availability to [wildinterns@gmail.com](mailto:wildinterns@gmail.com)

**MEM-339-19** The Office of Congresswoman Susan Wild (PA-07) has Fall 2019 openings for full and part-time congressional **interns** for her Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning immediately, and a preference will be given for those who can stay at least three months. Pennsylvania ties are a plus but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, 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 Pennsylvania ties are strongly encouraged to apply.

TO APPLY, please e-mail a resume and cover letter including desired start date and availability to [wildinterns@gmail.com](mailto:wildinterns@gmail.com)

**MEM-338-19** The DC office of Congressman Scott DesJarlais (TN-04) is looking for fall **interns**, mid-August through December. The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, run errands, 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.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday. Interested candidates should e-mail an updated resume and cover letter to [McKenna.Carman@mail.house.gov](mailto:McKenna.Carman@mail.house.gov)

**MEM-335-19** Congressman Dan Newhouse (WA-04) is seeking paid **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff with various duties. Some duties include: attending briefings, answering phones, conducting Capitol tours, drafting constituent correspondence letters, and performing legislative research and analysis.

We're looking for responsible individuals that are dependable, organized, and willing to learn. Internships are open to undergraduate students and college graduates. Washington state ties are encouraged but not required. To apply, please email a cover letter and resume to: [Johnny.Alavez@mail.house.gov](mailto:Johnny.Alavez@mail.house.gov)

**CORE RESPONSIBILITIES:**

- to assist in performing research, processing the mail, data entry, reception duties and other office errands.

**QUALIFICATIONS:**

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

**DUTIES:**

- performs research
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greets visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor

**MEM-329-19** The Office of Congressman Andy Bar (R-KY) is seeking **internship** applicants for the Fall 2019 Program in Washington, D.C. Qualified candidates should be able to perform in a fast pace environment and have an interest in public service. Kentucky ties will be preferred. We are looking for students working towards the following majors, including but not limited to – Business, Public Policy, Political Science, Sociology, Finance, Human Health Services, Communication, Social Work, International Studies, and Journalism.

Interested applicants should send a resume and a cover letter to [matthew.jackson@mail.house.gov](mailto:matthew.jackson@mail.house.gov) with “Fall 2019 Internship” in the subject line.

**MEM-328-19** The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Fall 2019 (starting at the beginning of August 2019). This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.

Intern responsibilities include:

- \* Social media content development
- \* Event photography
- \* Compiling press clips
- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases
- \* Answering phones

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to [GwenMoorePress.Moore@mail.house.gov](mailto:GwenMoorePress.Moore@mail.house.gov) with “Fall 2019 Press Internship” in the subject line. We also recommend, but do not require, applicants submit 1-3 sample graphics.

**MEM-327-19** A senior-ranking Republican member on the Committee of Ways & Means is seeking candidates for full-time or part-time **internships** for Fall of 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. D.C. responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings. Florida ties are strongly preferred.

Please send your resume and cover letter to [housegopinternshipfl@outlook.com](mailto:housegopinternshipfl@outlook.com). No phone calls or drop-ins will be considered.

**MEM-326-19** Congressman David P. Joyce (OH-14) is currently accepting applications for his fall 2019 **internship** program in his Washington D.C. office. The hours for the fall program can be negotiated based on students class schedules. In Washington, interns' responsibilities will vary. They will be asked to answer phones, run errands, 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.

Please send resumes to [Natalie.hellmann@mail.house.gov](mailto:Natalie.hellmann@mail.house.gov)

**MEM-325-19** The Washington, D.C. office of Congressman Hakeem Jeffries (NY-08) seeks applicants for a legislative **internship** during the fall of 2019. Interns will learn about the inner workings of a congressional office, while gaining firsthand knowledge of the legislative process.

Responsibilities include answering and screening phone calls, managing the front office, assisting staff with legislative projects, attending briefings and hearings, drafting constituent correspondences and working on special projects as needed. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail and an interest in the legislative and governmental process.



This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Positions are available beginning in August 2019, and applications will be considered on a rolling basis. Full- and part-time candidates will be considered. Opportunities for school credit are available, and a stipend will be provided to qualifying Interns. New York ties are preferred, but not required.

Interested applicants should email their resume, cover letter and a brief writing sample to [newyork08resumes@gmail.com](mailto:newyork08resumes@gmail.com) with “Fall 2019 Legislative Internship” in the subject line.

Applicants must include their proposed start/end dates and availability in the email application. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression or sexual orientation. Please, no calls or walk-ins.

**MEM-324-19** The office of Congressman Ralph Norman (SC-05) is currently accepting applications for fall **interns** at our Washington, D.C. office. Starting late August or September. Interns' responsibilities will vary. Fall opportunities begin August/September 2019 and run through the end of the year. 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. Successful candidates will be mature, personable, detail-oriented, and self-starters. The hours may be flexible to accommodate students' course schedules, but generally run 8:30 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. Internships are available for 6 weeks, 8 weeks, and semester length.

To apply, please send a resume, cover letter, and available start date to Kimberly Hammond at [Kimberly.hammond@mail.house.gov](mailto:Kimberly.hammond@mail.house.gov)

**MEM-322-19** The Office of Congressman Tom Suozzi (NY-03) is currently seeking full or part-time **interns** for his Washington, D.C. office for the Fall of 2019. Applicants should possess strong written and verbal communication skills. Interns will get to work in a fast-paced environment and learn how a Congressional office operates. Responsibilities include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, leading Capitol tours, assisting with constituent relations, and managing the front office.

The internship gives students the opportunity to interact directly with the inner workings of Capitol Hill and the legislative process. Ties to NY-03 are preferred but not required. Please send your resume and cover letter to [michael.christesen@mail.house.gov](mailto:michael.christesen@mail.house.gov) with “Internship Application” in the subject line.

- MEM-321-19** Congressman Ron Kind’s Washington, D.C. office is currently accepting applications for fall **internships**. Duties include researching policy issues, responding to constituent mail, answering phones, distributing interoffice mail, and performing daily office tasks. Interns will have the opportunity to attend Congressional committee hearings, as well as other events. Candidates must be self-starters, professional communicators and have excellent writing and computer skills.

To apply for an internship, please send a cover letter, resume, and writing sample to [carter.macleod@mail.house.gov](mailto:carter.macleod@mail.house.gov)

- MEM-318-19** Congressman Bill Huizenga (MI-02) is seeking Full time or Part Time Paid interns for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Michigan ties are encouraged but not required. No phone calls or drop ins, please.

To apply, email a single PDF including your resume and cover letter listing your availability to [Jared.Wood@mail.house.gov](mailto:Jared.Wood@mail.house.gov)

- MEM-317-19** Congresswoman Linda T. Sánchez (CA-38) is seeking **interns** for her Washington, DC office. Students gain invaluable work experience through the internship program, and DC internships are paid. The hours are flexible to accommodate students' 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.

Interns will be asked to answer phones, research legislation, attend hearings and briefings, and draft constituent letters on various issues before the House. As a result, interns will learn about the legislative process and the many other functions of a congressional office. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with “CA38 Fall Internship” in the subject line.

- MEM-316-19** Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated **interns** who are passionate about government and politics. Strong oral

and written skills and close attention to details are imperative. Tasks include answering the phones, leading Capitol tours, addressing constituent concerns, attending briefings, and supporting legislative staff as needed. Ties to California's 30th Congressional District are a plus, but not required.

Interested applicants should e-mail a cover letter and resume to [Brads.Interns@mail.house.gov](mailto:Brads.Interns@mail.house.gov). All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. We are currently seeking paid interns for:  
Fall: August 26- December 20

**MEM-314-19** Congressman Ron Estes (KS-04) is currently seeking applicants for part-time and full-time **internships** for the Fall of 2019 in Washington, D.C. Interns will assist with legislative and administrative work by attending briefings, answering phones, drafting constituent correspondence letters, and performing legislative research, among other tasks. Kansas ties are preferred, but are not required.

If interested, please send a resume and cover letter to [KS04DC.InternApplication@mail.house.gov](mailto:KS04DC.InternApplication@mail.house.gov)

**MEM-311-19** 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](mailto:CAGOPInternship@gmail.com)

**MEM-310-19** The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Interested applicants should send their resume, availability, and a brief cover letter to [hannah.cooke@mail.house.gov](mailto:hannah.cooke@mail.house.gov). No phone calls or drop-ins, please.

**MEM-309-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing

legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov).