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INTERNSHIP VACANCY LISTING

Week of July 15, 2019

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

MEM-313-19 Congresswoman Madeleine Dean (PA-04), member of the House Judiciary Committee, is accepting applications for a legal **fellowship** position in her Washington D.C. office. Positions are available starting in August, and applications will be considered on a rolling basis. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines.

Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect to work on a variety of issue areas including matters before the House Judiciary and Financial Services Committees.

Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for current law school students seeking substantive Capitol Hill experience. No undergraduate students will be considered. Part-time applicants are encouraged.

This fellowship is unpaid and is for school credit only. Pennsylvania ties are preferred, but not required. Interested applicants should email a resume, cover letter and a short writing sample to pa04applications@gmail.com with "Legal Fellowship" in the subject line. Applicants must include their proposed start/end dates and availability in the email application. Please, no calls or walk-ins.

MEM-312-19 Congressman Jim Himes (CT-04) is currently seeking **interns** for the Fall 2019 Internship Program. Applicants should be dependable, team-oriented, and have a strong desire to work for the residents of Connecticut's 4th District. This position is an exciting opportunity to gain first-hand knowledge of how the legislative process works. Congressional interns are expected to draft constituent correspondence, attend briefings and Congressional hearings, prepare memoranda and daily press clips, and lead Congressional tours.

Please apply by submitting your application materials through the internship page on himes.house.gov. A need-based stipend may be available and the schedule is flexible. The application deadline is July 26, 2019. Connecticut ties preferred but not required.

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

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. 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.

MEM-308-19 The office of Congresswoman Kendra Horn (OK-05) is currently accepting applications for our fall **internship** program in Washington, DC. We are looking for highly motivated, personable, and professional interns. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, attending briefings, and supporting staff as needed. 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, have a strong work ethic, and work well on a team. Successful candidates would spend 25-40 hours per week interning in the DC office. Oklahoma ties a plus. Women and minority candidates are particularly encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please send a cover letter, resume, writing sample, three professional references, and your availability with the subject line "Internship Application" to OK.05.DCinternship@gmail.com.

MEM-307-19 Southern Democratic Member of Congress seeks both full-time and part-time **interns** for Fall 2019 in the Washington, D.C. office. Responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, running errands, and drafting constituent correspondence. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. No drop-ins or phone calls.

Please email nchousejobs@gmail.com with the subject line “Fall 2019 - Internship Application” and attach a resume, writing sample, and include information regarding your full-time or part-time availability. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

MEM-305-19 The Office of Congressman Elijah E. Cummings (MD-07) seeks a dedicated, detail-oriented, and energetic law student to be a legal **intern** in his Washington, D.C. office. Applicants are to possess strong interpersonal skills, the ability to manage multiple tasks, advanced writing skills, superb research abilities and demonstrate a solid work ethic. Applicants must also be enrolled in good standing at an accredited law school. Interest in criminal justice and/or technology issues preferred.

Reporting directly to the Legislative Director, responsibilities include but are not limited to: supporting the Legislative Director and Counsels with legislative and legal research, assisting in developing legislation and preparing for investigative hearings, attending congressional briefings and hearings, participating in meeting preparation, composing memos and letters, and other administrative duties as assigned.

This full time or part-time position is available beginning in mid-August to mid-December. To apply, please visit the Congressman’s Internship Page <https://cummings.house.gov/services/internships>. Please thoroughly complete the application and submit that information for consideration. In order to be considered for the position, you must thoroughly submit the application located on this page.

MEM-304-19 The Office of Congressman Elijah E. Cummings (MD-07) seeks dedicated, detail-oriented, and energetic undergraduate students for his fall **internship** program in his Washington, DC office. Applicants are to possess strong interpersonal skills, the ability to manage multiple tasks, strong writing skills, and a solid work ethic.

Responsibilities include but are not limited to: answering phones, assisting with greeting constituents and visitors, supporting legislative staff with research, attending congressional briefings and hearings, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available from mid- August to mid-December. To apply, please visit the Congressman’s Internship Page <https://cummings.house.gov/services/internships>

In order to be considered for the positions, you must thoroughly submit the application located on this page.

MEM-301-19 Southern Republican seeks motivated, detail-oriented, and energetic individuals for **internships** in Washington, DC. 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: answering phones, leading tours of the Capitol, researching legislation for the Member and legislative staff, attending hearings and briefings and answering constituent letters on various issues before the House.

To apply, please send a resume, cover letter, and brief writing sample to emilie.jones@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-300-19 In addition to providing administrative and operations support to the committee as needed, the legal **intern** will work closely with the Counsels team with research projects, drafting legislation, and attending meetings and briefings. Candidates should be current law students and require little supervision. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter to hcfa.democrat@mail.house.gov and include “Fall 2019 Legal Internship Application” in the subject line of the email.

MEM-298-19 Congressman Bill Johnson’s office (OH-06) is currently seeking **internship** applicants in the D.C. office for Fall of 2019. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman’s staff. Ohio ties are preferred but not required. Interested applicants should send resume, cover letter and availability to intern.oh06@gmail.com.

MEM-297-19 Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internship** for Fall 2019. The internship is scheduled to run through December, depending on the availability of the applicant.

Candidates should possess a strong interest in the legislative process. Strong oral and written skills and close attention to details are imperative. Interns are considered an integral part of the team and will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, and attending briefings and hearings.

Congressman Hastings supports students requesting credit for their internship through their school or university. Please e-mail a resume, cover letter, writing sample and dates of availability to internship.alhastings@mail.house.gov with "2019 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-296-19 The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking full- and part-time **interns** for the fall semester. Interns will have the opportunity to work with the administrative, policy, and press teams, conducting research, assisting during hearings and markups, and helping with other administrative tasks as necessary. Fall internships begin in August or September and typically run through the middle of December. Specific dates for this internship will be determined on a case-by-case basis, and preference will be afforded to those who are available at least three days a week.

Applicants must be strong writers, organized, and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. The strongest candidates will also exhibit discretion in working on confidential matters and be enthusiastic and knowledgeable about the Committee's work.

Previous experience on Capitol Hill strongly desired, but not required. The position is unpaid, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to oversight.committee@mail.house.gov. Please place "INTERN" in the subject line. Applications will be reviewed on a rolling basis.

MEM-295-19 The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking full- and part-time **law clerks** for the fall semester. Law Clerks will have the opportunity to work with the oversight and policy teams, conducting researching, reviewing documents, and preparing for hearings and markups.

Fall clerkships begin in August or September and typically run through the middle of December. Specific dates for this internship will be determined on a case-by-case basis, and preference will be afforded to those who are available at least three days a week.

Applicants must be law school students or recent graduates who are strong writers, organized, and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. The strongest candidates will also exhibit discretion in working on confidential matters and be enthusiastic and knowledgeable about the Committee's work. This

position is unpaid, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to oversight.committee@mail.house.gov. Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.

MEM-293-19 “San Antonio-native and fighting Texas Aggie, Congressman Will Hurd serves as the United States Representative for one of the largest non-state districts in the nation. Texas-23 stretches from San Antonio to El Paso and encompasses 820 miles of border. Prior to Congress, Hurd served for nearly a decade as an undercover CIA officer and helped start a cybersecurity company. The third-term Congressman is known for his bipartisan work on national security, border security, and cybersecurity.

An **internship** in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving Capitol tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research.

The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills. Schedule is flexible and stipends may be available. Texas ties preferred. Spanish speaking skills preferred, but not required.

To apply for an internship, please email your resume and a brief cover letter to Reilly.Knecht@mail.house.gov with “2019 Fall Internship” in the subject line. In your email, please specify your dates of availability. “

MEM-288-19 New England Democratic office is currently seeking **interns** for Fall 2019. Serving as an intern in the Congressman’s Washington, DC office is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research.

The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills. Schedule is flexible and stipends may be available. New England ties preferred. Diverse candidates are encouraged to apply.

To apply for an internship, please email your resume, cover letter introducing yourself, and one short writing sample (no longer than two pages) to Oliver.Edelson@mail.house.gov with “[Last Name] Internship Application – [Season] [Year]” in the subject line. In your email, please specify your dates of availability.

MEM-286-19 Congressman Bruce Westerman (AR-04) is currently accepting applications for his Fall 2019 **internship** program in his Washington, D.C. office. He is seeking highly qualified candidates who are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest.

Responsibilities will include answering the phone, giving tours of the Capitol, assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Candidates with particular policy interests in natural resources, forest management, transportation and infrastructure, healthcare, and juvenile justice should apply. Arkansas ties are preferred, but not required.

Interested candidates should email a resume and cover letter to westerman.internship@yahoo.com

MEM-285-19 U.S. Rep. Bill Pascrell, Jr. (D-NJ), member of the Ways and Means Committee, seeks fall **interns** for his Washington, DC office. This internship term runs from the start of August through the start of December. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. Ties to New Jersey are strongly preferred, but not necessary.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee. He holds a leadership position on the Democratic Steering and Policy Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses.

Interested applicants should send a resume and cover letter to Bob Evans (bob.evans@mail.house.gov).

All applications are due by July 19th, 2019

MEM-284-19 Congressman Conor Lamb (PA-17) has Fall 2019 openings for full and part-time congressional **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in

August/September, and a preference 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 skill, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply. There is a stipend and transit benefits are fully reimbursable.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov

MEM-283-19 Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the Fall of 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to Matthew.Holcombe@mail.house.gov with the subject line "Fall 2019 Internship."

MEM-281-19 Congressman Hakeem Jeffries (NY-08) is accepting applications for a legal **fellowship** position in his Washington D.C. office. Positions are available starting in August, and applications will be considered on a rolling basis. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines.

Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect to work on a variety of issue areas including matters before the House Judiciary and Budget Committees. Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for current law school students and recent law school graduates seeking substantive Capitol Hill experience. No undergraduate

students will be considered. Full-time availability is preferred, though part-time applicants will be considered.

Opportunities for school credit are available, and a stipend will be provided to qualifying Fellows. New York ties are preferred, but not required. Interested applicants should email a resume, cover letter and a short writing sample to newyork08resumes@gmail.com with “Legal Fellowship” in the subject line. Applicants must include their proposed start/end dates and availability in the email application. Please, no calls or walk-ins.

MEM-280-19 “A Midwest Republican House Member is seeking paid **interns** for the Fall 2019 session in his Capitol Hill office. The spring session dates are August 26th-December 13th, but more flexibility can be offered. The internship schedule is also 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 the Midwest are preferred but not required.

Interested candidates should e-mail their resume and cover letter to Dylan.Jones@mail.house.gov before August 2nd. Please specify what your internship schedule may look like, including preferred start/end dates.”

MEM-278-19 “Congresswoman Elaine Luria (VA-02), Member of the House Armed Services Committee and House Veterans Affairs Committee in which Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks full time **interns** for her Washington, D.C. office.

Candidates should be motivated, flexible and detailed oriented with availability from August 26th – December 13th. Intern responsibilities include answering constituent phones, leading Capitol tours, up-keeping mail databases, writing memo’s, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills.

Virginia ties are preferred, but not required. Women, minorities, and LGBTQ+ persons are encouraged to apply. Please send your resume and cover letter to VA02DC.Interns@mail.house.gov.”

MEM-276-19 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. Please e-mail your resume and cover letter to NE.01@mail.house.gov with "Fall Intern" in the subject line.

MEM-275-19 The Office of Congresswoman Katherine M. Clark [MA-05] is currently seeking full-time & part-time paid **interns** for Fall of 2019 in her Washington, D.C. office. Qualified applicants should have strong oral & written communication skills, the ability to manage multiple tasks, the willingness to work in a fast-paced environment, and be comfortable assisting constituents. A sound knowledge of Microsoft Office, a solid work ethic as well as a basic understanding of the political process in Congress is expected.

Responsibilities include but are not limited to: answering and screening phone calls, leading capitol tours, working with staff to research legislative issues and process information, attending congressional briefings, assisting with administrative tasks, drafting constituent correspondence on a variety of issues, assisting the communications team with various tasks, and other projects as they arise.

Full-time and part-time positions are available beginning in August 2019. To apply, please send a resume, cover letter, and a brief writing sample to RepClarkInternships@mail.house.gov. Please indicate availability and expected start date.

MEM-274-19 Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Responsibilities include but are not limited to:
Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time internship positions are available beginning in August 2019. To apply, please send a resume, cover letter, and brief writing sample to Trevor.Ray@mail.house.gov with the phrase "Internship Application" in the subject line.

MEM-273-19 The Office of Congresswoman Gwen Moore (WI-04) is seeking highly motivated **interns** for Fall 2019 (starting at the beginning of August 2019). This is a paid internship. Qualified candidates will be dependable team players, capable of excelling in a fast-paced office, and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues.

This position's responsibilities include serving as a primary contact with constituents, greeting visitors, providing Capitol Tours, and assisting with projects assigned from other staff members. These projects often include assisting with data entry or drafting correspondence. Interns will have the ability to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the opportunity to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to maryah.thompson@mail.house.gov with "Fall 2019 Internship" in the subject line.

MEM-272-19 Congresswoman Lauren Underwood (IL-14) is delighted to announce fall **internship** opportunities in her Washington, DC and West Chicago, IL offices. Internships are designed to offer students and recent graduates direct participation in public service through supporting our offices' constituent engagement and services, administrative responsibilities, and research.

Interns' responsibilities will vary. They will be asked to answer phones, assist with correspondence, coordinate and conduct tours, research legislation, assist with constituent casework, and attend hearings and briefings on various issues. Qualified candidates must be friendly, organized, flexible, and possess the ability to multitask in a fast-paced environment.

Fall internships are available from mid-August through mid-December, with start and end dates tailored to accommodate an academic calendar year. Internship hours run from 9:00 a.m. to 6:00 p.m. on weekdays. Please note that interns are expected to work a minimum of 20 hours per week. A limited number of paid positions are available for internship applicants who are not sponsored by outside organizations.

To apply, please submit a single PDF including your resume, cover letter, and writing sample of your choice to IL14.Internship@gmail.com by August 1, 2019. Preference will be given to applicants with ties to the Illinois 14th. For questions about internships please email IL14.Internship@gmail.com, or call our office (202) 225-2976.

MEM-271-19 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time **Interns** for the Washington, D.C. office starting at the end of August or beginning of September. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong oral and written communication skills, and are committed to public service. Wisconsin ties are a plus! Candidates of all backgrounds are encouraged to apply.

To apply, please submit a form on our website at:

<https://pocan.house.gov/services/internships/congressional-internship-application> or send a resume, cover letter, and a brief writing sample to Sydney.Scott@mail.house.gov with “2019 Pocan Fall Internship” in the subject line. Deadline to apply is August 1st.

For further information regarding the internship and scholarship programs, please see the internship page on our website at:

<https://pocan.house.gov/services/internships/>

MEM-270-19 The Office of Congressman Daniel Lipinski (IL-03) is currently seeking **interns** for the fall semester in the Washington D.C. office. Prospective interns should have a love for politics and the legislative process, a desire to learn, and a willingness to work hard in this fast-paced office. Day to day intern responsibilities include: drafting constituent correspondence, leading tours of the U.S. Capitol, working with legislative staff on policy issue research, attending briefings and hearings, and answering phones. Interns will work closely with legislative staff and will be given all the tools necessary to learn to become a congressional staffer by the end of the internship.

Applications can be submitted via email to IL03StaffAssistant@mail.house.gov. Applications are due by July 28th. A complete application should include a cover letter, resume and one short writing sample of 2-3 pages. Please be sure the application includes your name, contact information, university, year of graduation, dates you are available, and your intended work schedule (full time or part time). Third District of Illinois ties are preferred. Please no drop ins.

MEM-269-19 Congressman Ed Perlmutter seeks a legislative **intern** to conduct administrative duties in his Washington, DC office. The successful candidate must be a strong team player, polite and friendly with constituents, and willing to assist other staff members in various items. Colorado connections are highly preferred.

Primary Responsibilities: Responsible for greeting guests, taking/distributing messages appropriately, taking care of general office needs, writing memos and letters to constituents, attending briefings for staff and performing back-up duties as necessary. This person will also be expected as needed to conduct personal tours for constituents and assist them on their visit to D.C. Additional responsibilities include, but are not limited to:

- Communicate with constituents over the phone.
- Conduct personal tours of the Capitol.
- Interact with constituent outreach program, Fire Side.
- Attend hearings and briefings for staff.
- Respond to constituent requests for information.
- Perform general administrative duties.
- Sit in on meetings with staff and outside organizations.
- Work with other staff members on writing letters to constituents.
- Intern Project: Research legislation and pitch co-sponsorship to Congressman Perlmutter.

The deadline for consideration for a summer internship is July 20, 2019. To apply, please send a resume and cover letter via email to John.mcinerney@mail.house.gov. There is a stipend available for Congressional interns provided they comply with our professional guidelines and can complete the given number of hours (Full-Time)

MEM-268-19 Congressman Dan Newhouse (WA-04) is seeking unpaid **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

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;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor

MEM-267-19 Member of the U.S. House of Representatives is currently seeking full time **interns** to work in his Washington, DC office for the Fall 2019 term from late August to December. Responsibilities include reporting on hearings and briefings, tracking actions on the House floor, researching legislation before the House, giving tours of the U.S. Capitol to visitors, and answering and recording phone calls from constituents, among other duties.

Those interested should send a resume and cover letter that includes availability to HouseRepsInternship@mail.house.gov with “Fall 2019 Internship Application” in the subject line by August 1, 2019. The position is open to current college students or recent graduates. Applicants able to work full-time and for the full duration of the Fall 2019 term are strongly preferred.

MEM-266-19 “The Office of Congressman Dean Phillips is currently accepting applications for Fall **interns** for his Washington DC office. Interns in our Washington DC office will gain first hand experience with the legislative process and other functions of a congressional office. You’ll work closely with our legislative, communications or scheduling staff depending on your track and interests. All interns will be paired with a staff mentor in their area of interest and will leave our office with a revised and reviewed resume and cover letter, as well as receive informational interview training.

Intern responsibilities will vary but may include: conducting policy research to be used for floor speeches, memos, committee hearings and other legislative business, monitoring press coverage of the Member, current events and House business, and managing constituent correspondence over the phone, mail, and e-mail. Full- and part-time internships are available. Interns are expected to work at least 15 hours per week, with at least one full day. 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.

While Congressman Phillips’ encourages all individuals to apply, applicants with ties to Minnesota will be given preference. Women, people of color, LGBTQ+

individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

To apply for an internship with the Office of Congressman Dean Phillips, send your resume, cover letter and a 1-2 page writing sample to phillips.interns@mail.house.gov. Please include the days and times you will be available to intern, your desired start date, and any requirements your school has in order for you to receive credit in your cover letter. Please format the subject line of your email "DC - First Name Last Name - Fall."

MEM-262-19 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to:

Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time and part-time internship positions are available beginning in September 2019. To apply, please send a resume, cover letter, and brief writing sample to Ryan.Casman@mail.house.gov with the phrase "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-261-19 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. No phone calls or drop-ins will be considered.

MEM-260-19 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time paid **interns** for Fall of 2019 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. Interns are paid a monthly stipend.

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-255-19 The House Veterans' Affairs Committee (Minority) is currently accepting applications for full-time **internships** for the fall 2019 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee.

Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned.

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Note that Committee internships are unpaid positions. Please send a cover letter, resume, and short writing sample to: var.internship@mail.house.gov. No phone calls or walk-ins please.

MEM-251-19 Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee and Natural Resources Committee, seeks undergraduate or graduate students for full-time or part-time **internships** in her Washington, D.C. office. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff.

Qualified candidates will have strong communication skills and an interest in the legislative process. Colorado ties are preferred but not required. The ideal candidate will be able to intern at least two full days per week. Interested applicants should send a cover letter and resume to Blaise.Hokkanen@mail.house.gov