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**INTERNSHIP VACANCY LISTING**

**Week of September 8, 2020**

**MEM-233-20 Press/Digital Fellowship**

The Office of Congressman Jared Huffman (D-CA) seeks a Press/Digital Fellow. Qualified candidates will have strong writing, editing, and social media skills, as well as basic familiarity with graphic design/video editing software. One to two years of experience in a press or digital media role (including internships) preferred. California ties are a plus!

This position requires the ability to thrive under pressure, multi-task, and work in a team environment. Candidates must have strong written and verbal communication skills, with the desire to come up with creative communications ideas and the ability to work under tight deadlines. The fellow will work closely with the Communications Director and the legislative staff of Congressman Huffman.

Responsibilities include:

- Designing graphics and editing photos/videos
- Drafting social media campaigns
- Maintaining/updating website
- Assisting with drafting speeches, press releases, op-eds, advisories, and other

written materials

- Creating and maintaining press lists
- Compiling regular reports on press and social media results

Interested applicants should email a resume, writing sample, and two digital samples to [huffmanpressfellow@gmail.com](mailto:huffmanpressfellow@gmail.com) with the subject line “(First Name) (Last Name) - Press Fellow.”

This is a full-time, limited term position and offers a monthly stipend.

**MEM-232-20** “The House Democratic Caucus seeks highly motivated Communications **Fellows**. This is a paid opportunity.

Responsibilities include compiling daily press clips, drafting preparation materials for media hits and assisting as a point of contact for press-related events. The Fellows will report directly to the Deputy Press Secretary. Capitol Hill experience is preferred, but not required.

Ideal Qualifications:

- Writes, edits and proofreads effortlessly under tight deadlines
- Able to quickly collect, digest, organize and format diverse information, while adhering to strict office guidelines
- Unafraid to ask questions and propose solutions
- Handles multiple assignments simultaneously with ease and communicates priorities effectively
- Generates fresh ideas, proposes and executes clear action plans
- Recognizes and vocalizes key opportunities
- Consumes a variety of news.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

To apply, please send PDFs of your resume, cover letter, one writing sample and three professional references to [DemCaucus.Jobs@mail.house.gov](mailto:DemCaucus.Jobs@mail.house.gov) with your name and “2020 Communications Fellow Application” in the subject line. Absolutely no phone calls or drop-ins please.”

**MEM-230-20** The House Judiciary Committee Democratic staff are looking for **interns** for the spring semester.

The House Committee on the Judiciary’s staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand

and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline to apply for the spring semester is October 1, 2020. To learn more and apply, click here <https://judiciary.house.gov/about/internship-opportunities.htm>

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently planning on having a remote internship for the spring of 2021. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.

**MEM-228-20** The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking a full- or part-time press **intern** to start immediately. This is a paid position that will primarily be remote, but may require coming into the office occasionally depending on our hearing schedule.

The press intern will have the opportunity to work closely with the Communications Director, assisting with daily press clippings, writing content for social media platforms (Twitter, Facebook, and Instagram), and cutting videos.

Applicants must be creative thinkers and strong writers who are familiar with AP style. They should be detail-oriented and should have experience with graphic design and the Adobe Creative Cloud suite (Photoshop, Illustrator, Premiere). Applicants must also be organized, as they may be asked to balance multiple projects at once.

Interested applicants should send their resume and cover letter to [oversight.committee@mail.house.gov](mailto:oversight.committee@mail.house.gov). Please place “LAW CLERK” in the subject line.

**MEM-227-20** The Democratic Staff of the House Committee on Veterans’ Affairs seeks a full-time press intern for fall 2020.

Responsibilities include but are not limited to writing social media content, drafting press releases, answering phones, compiling press clips, and other tasks depending on the needs of the Committee and the intern’s interests.

Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

To apply, complete the application form on the Committee's website at <https://veterans.house.gov/contact/internship> and submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Internships are unpaid and this position is remote.

In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply.

**MEM-224-20** The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a press **fellow** to work remotely this fall and assist with an aggressive and fast-paced communications operation.

This is not a traditional Hill internship. Applicants must have strong writing, editing, and digital communication skills.

Ideal candidates are college students, recent graduates, or graduate students with prior experience working on the Hill, creating content, and writing under tight deadlines. Fellowship is paid and highly competitive. It traditionally runs from September to December. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This job will be remote.

Primary Duties:

- Writing press releases

- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Maintaining website
- Designing graphics, video editing
- Compiling daily press clips
- Managing press lists
- Providing research for op-eds and press releases

Please email a resume, cover letter, writing sample, and 2-3 digital samples to [NY18PressFellowship@gmail.com](mailto:NY18PressFellowship@gmail.com) with “FALL PRESS FELLOWSHIP” in the subject line.

**MEM-090-20** The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov). Please, also, include two short, relevant writing samples in your application materials.

Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.