



---

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

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
in the CAO Human Resources Office - Ford HOB 102

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

---

**INTERNSHIP VACANCY LISTING**

**Week of October 29, 2018**

- MEM-393-18** Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 2019 term from January to May. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, Congressional hearings, and press events. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and excellent written and oral communication skills. Those interested should send a resume and cover letter to [marshall.stallings@mail.house.gov](mailto:marshall.stallings@mail.house.gov). Applications are reviewed on a rolling basis, with an application deadline of mid-December. The position is unpaid and is open to current college students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate class / work schedules. State ties preferred but not required.
- MEM-392-18** 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. 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-391-18** The Office of Congressman Roger Williams (TX-25) is currently seeking candidates for an unpaid **internship** for the 2019 Spring 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 with the subject line “Spring 2019 Congressional Internship” to Katie Crane at [Katie.Crane@mail.house.gov](mailto:Katie.Crane@mail.house.gov).

**MEM-390-18** Congressman Scott DesJarlais (TN-04)—unpaid; full time **internship**

The DC office of Congressman DesJarlais is looking for Spring interns, January-May.

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 [MeKenna.Carman@mail.house.gov](mailto:MeKenna.Carman@mail.house.gov)

**MEM-389-18** The Democratic Office of the Committee on Oversight and Government Reform seeks college-students wishing to gain Capitol Hill experience in a fast-paced office for a full-time **internship**. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include office tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis.

To apply please submit your cover letter, resume and a 2-3 page writing sample through this online form <https://democrats-oversight.house.gov/about/internships-and-fellowships> The Committee is currently seeking applicants for the Spring term. Please enclose in the application potential start and end dates.

**MEM-387-18** California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time Spring semester **internship**. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings and hearings, answering phones, drafting constituent correspondence letters, doing legislative research, and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. California ties are preferred, but not necessary.

Please send a resume and cover letter to [DCInternship.Huffman@mail.house.gov](mailto:DCInternship.Huffman@mail.house.gov). Please no drop bys, phone calls, or emailing staff members.

**MEM-386-18** **The Democratic Staff of the House Energy and Commerce Committee** seeks qualified undergraduate and recent graduate student **legislative interns** for the **Winter/Spring 2019** program (January through May/June).

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Ideal candidates are organized and committed students (and/or recent graduates) eager to join a fast-paced environment and build upon their knowledge of how Congress works. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Although internships are unpaid, applicants may request the Committee's assistance in receiving credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In

the subject line, please indicate the program session for which you are applying (e.g. [Winter/Spring 2019] Legislative Intern Application):

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

- MEM-385-18** The Office of Congressman Daniel Lipinski (D-IL-03) is currently seeking both full and part time spring **interns** for the new 116th Congress in the Washington D.C. office. As a new Congress should provide a number of opportunities, 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 the email link at <https://lipinski.house.gov/internships/>. Applications are due November 15th and will be accepted on a rolling basis. They should include: your name, contact information, university, year of graduation, dates you are available, and an attached resume and cover letter. Third District of Illinois ties are preferred. Please no drop ins.
- MEM-384-18** “West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their 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. Candidates should be available to start ASAP. Please e-mail your resume and cover letter to [westcoastgopinternship@gmail.com](mailto:westcoastgopinternship@gmail.com).”
- MEM-383-18** The Office of Rep. Paul Tonko (NY-20) is seeking legislative **interns** for the Spring Semester. 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, and event support.
- Intern duties will include assisting with administrative and legislative tasks, answering phones, processing mail, providing capitol tours, and attending briefings. 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 “Spring Internship” in the subject field.

**MEM-382-18** The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

**MEM-381-18** The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

**MEM-378-18** Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee, seeks undergraduate or graduate students for full-time or part-time unpaid **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 [DeGette.Internships@mail.house.gov](mailto:DeGette.Internships@mail.house.gov)

- MEM-378-18** U.S. Rep. Lloyd Doggett (D-Texas) is seeking **interns** for his Washington office in the spring. Spanish skills and Texas connection a plus. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). Use the subject line: Spring Internship Application. No drop-ins please.
- MEM-377-18** The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in August until the end of December. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line "D.C Fall 2018 Internship" to [fl.demresume@gmail.com](mailto:fl.demresume@gmail.com). Florida ties are a plus but are not required.
- MEM-376-18** The Office of Congressman David Price is currently accepting applications for our Spring **internship** program running from January 2019 through May 2019. This position requires greeting guests and constituents, answering phone calls, leading Capitol tours, attending hearings, drafting constituent correspondence letters, writing legislative memos, and assisting in general day to day activities. While unpaid, this position ensures a wonderful work environment and will strengthen your understanding of Congress and Washington. The internship program is open to college undergraduates, regardless of major. Qualified candidates will be hard working, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should submit their application here: <https://price.house.gov/kids-students/internships> Should you have any questions, please reach out to our office via email at [nc04.intern@mail.house.gov](mailto:nc04.intern@mail.house.gov)

**MEM-374-18** The Office of Congressman Kurt Schrader (D-OR) Winter and Spring 2019 Internship

The responsibilities of a congressional **intern** primarily focus on helping the Congressman communicate with his 700,000-plus constituents by phone, letter, and email; leading visiting constituents on tours of the historic US Capitol building; as well as taking on any other assignments given by staffers based on the interests/abilities of the individual intern. The position requires patience, intellect, and exceptional people skills.

Congressman Kurt Schrader is a Democratic Representative elected to the US House of Representatives in 2008. The Congressman is a veterinarian and farmer who lives owns a farm in Canby, Oregon. Congressman Schrader currently serves as a member of the House Committee on Energy and Commerce (E&C), which oversees a wide portfolio of issues ranging from health care to the environment. In addition to his Washington, DC office staff, who deal principally with legislative issues, the Congressman has two additional offices and staffs in Salem and Oregon City, Oregon, who handle the fifth district's casework.

Candidates should possess excellent communication skills both verbal and written, an understanding of the functions of the United States Congress, and have a familiarity with the fifth congressional district of Oregon.

Start date: January 7 (Flexible)

End Date: May 31 (Flexible)

If you are interested, please email a resume, cover letter, and writing sample to [adrian.ballinger@mail.house.gov](mailto:adrian.ballinger@mail.house.gov)

**MEM-373-18** The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time **Legislative Interns** in our Washington, D.C. office to start in January or February. 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](mailto:Sydney.Scott@mail.house.gov) with “2019 Pocan Winter/Spring Internship” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-372-18 Winter/Spring/Summer 2019 Internship in the Office of Congressman Ben Ray Luján**

Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time **interns** for his Washington, DC office. Candidates should be enthusiastic, flexible, detail-oriented, and available for 2-3 months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, guiding tours of the Capitol, sorting mail, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please email your desired availability and earliest possible start date to [NM03@mail.house.gov](mailto:NM03@mail.house.gov), with your application materials (resume, cover letter, and a 1-2 page writing sample) attached as a single PDF and with “Internship Application: [Your Name]” in the subject field.

**MEM-370-18** The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

**MEM-369-18** The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital



support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

**MEM-367-18** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** 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, and other duties as necessary.

Full-time and part-time internship positions are available beginning in January, 2019. To apply, please send a resume and a cover letter to [Ryan.Casman@mail.house.gov](mailto: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-366-18** The Washington, D.C. office of Congressman Steve Russell (OK-5) is seeking candidates for full-time **internships** for Spring 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are preferred, but not required. Please send your resume and cover letter to [OK05.Internships@mail.house.gov](mailto:OK05.Internships@mail.house.gov), with "Internship Application" in the subject line.

**MEM-365-18** The office of a Republican Congresswoman is currently seeking highly motivated full or part-time **interns** for the Spring 2019 semester. Intern duties include

performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, entering data into Intranet Quorum, conducting tours of the Capitol, processing flag requests, and any other office tasks. Ideal candidates will be flexible, reliable, and have good oral and written communication skills. College credit is available if necessary. Preference will be given to New York natives; however, all are encouraged to apply. Interested applicants should send a resume and cover letter to [Kathy.Vences@mail.house.gov](mailto:Kathy.Vences@mail.house.gov) with “Spring Internship” in the subject line.

#### **MEM-363-18    January 2019 Internship**

The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

#### **MEM-362-18    Spring 2019 Internship**

The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional

and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). The deadline to apply is November 16 and these materials should be in PDF format. Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.

**MEM-359-18** The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and **fellows** for the Spring of 2019. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the labor policy team. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to: legislative research and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips. Applicants should be able to start in January and commit through April/May. Interested applicants should email their cover letter, resume and internship applicant information form to [jobs\\_ewdems@mail.house.gov](mailto:jobs_ewdems@mail.house.gov). If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 2, 2018.

**MEM-358-18** The Democratic staff of the House Committee on Education and the Workforce is seeking a professional, dependable, and enthusiastic student or recent graduate for a paid **communications internship** (up to 40 hours week) working closely with the press team on a variety of tasks. Duties will include drafting and posting Committee web content and social media, basic photography, drafting press releases and statements, press list maintenance, compiling and distributing daily press clips, media monitoring, and other communications and administrative tasks as assigned. Communications, journalism, public relations, public affairs, or political science majors and recent graduates preferred. Prior communications intern experience a plus. We will be accepting applications through November 1, 2018.

Please send a resume, brief cover letter, and one short writing sample to [edlaborpressjobs@mail.house.gov](mailto:edlaborpressjobs@mail.house.gov).

**MEM-357-18** The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Spring 2019 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the constituent flag request our office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at

<https://jones.house.gov/serving-you/internships> by November 9th.

**MEM-355-18** The Democratic Staff of the House Committee on Natural Resources is accepting applications for unpaid Full-Time **Legislative Interns** for the Winter/Spring 2019 term. While working with the Committee, interns are provided the unique opportunity to learn and experience the Congressional legislative process. Applicants must be able to follow direction, work independently, possess clear and concise writing skills, excellent research capabilities, and exceptional interpersonal skills.

Duties and responsibilities include:

- Research legislative policy issues
- Attend committee hearings, markups, briefings and meetings
- Conduct background studies
- Perform stakeholder outreach
- Answer phone calls
- Sort and distribute mail
- Compile data and statistics
- Draft correspondence
- Assemble committee documents
- Track House floor proceedings

Committee internships run concurrently with college semesters and/or quarters; from January - April for winter/spring internships. Our office hours are from 9:00 a.m. to 6:00 p.m., Monday through Friday. Internships are unpaid but may be used for college credit. Interns are responsible for lodging and transportation.

To apply, please submit a cover letter, resume, and brief writing sample addressed to Henry Wykowski. Title your email with the subject line "Legislative Internship Application" and send to [nrdems@mail.house.gov](mailto:nrdems@mail.house.gov).

**MEM-353-18** Congressman Dwight Evans (PA-02) is seeking highly motivated **interns** for the spring semester (January – May 2019). Strong written and verbal communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, leading Capitol tours, attending congressional briefings and hearings, conducting research for legislative staff, and compiling press clips. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Philadelphia or Pennsylvania ties strongly preferred but not required. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This position is unpaid, but we are happy to work with colleges and universities to provide academic credit. Qualified candidates should send a resume and cover letter to [Chandler.Mason@mail.house.gov](mailto:Chandler.Mason@mail.house.gov) with the subject line “Spring 2019 Internship.”

**MEM-316-18** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).

