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**INTERNSHIP VACANCY LISTING**

**Week of January 2, 2017**

- MEM-422-16** Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the Spring semester. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, high efficiency and strong organizational skills as well as an ability to work cooperatively and courteously with others. Duties include: answering telephone calls, responding to general constituent inquiries and requests for tours, assisting with constituent correspondence, and providing administrative assistance to the DC staff. Undergraduate students or recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter to: [olivia.hodge@mail.house.gov](mailto:olivia.hodge@mail.house.gov).
- MEM-417-16** Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Winter/Spring (January – May/June ). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be

motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to [kevin.dollhopf@mail.house.gov](mailto:kevin.dollhopf@mail.house.gov)

**MEM-416-16** The Washington office of Rep. Mark Sanford (SC-01) seeks **internship** candidates for the upcoming spring semester that would be able to start in January 2017.

Applicants should possess strong writing skills, be well organized, generally knowledgeable of legislative and related issues, able to complete tasks as directed, and have an eye for detail. Main duties will include answering telephones, logging constituent calls, giving tours of the Capitol to visitors, opening and sorting mail, and assisting with other administrative tasks. However, interns will have MANY opportunities to take on additional assignments within the office, at the discretion of staff.

Anyone interested should email a resume to [SC01InternApplicants@mail.house.gov](mailto:SC01InternApplicants@mail.house.gov) and list their potential start date in the body of the email. South Carolina ties are preferred, but not required.

**MEM-415-16** Congressman Luis V. Gutiérrez (IL-04) is seeking **interns** available for an immediate start for the Winter / Spring 2017 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

**Qualifications:**

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Illinois ties a plus.

**Requirements:**

Interns must be able to commit to at least three full days per week (9:00AM - 5:30PM). Please submit resume and cover letter to [Julissa.Santoy@mail.house.gov](mailto:Julissa.Santoy@mail.house.gov) ASAP.

**MEM-411-16** The Office of Rep. Paul Tonko (NY-20) is seeking unpaid **interns** for the Spring Semester. 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, and dates of availability to [noor.teebi@mail.house.gov](mailto:noor.teebi@mail.house.gov) with “Spring Internship” in the subject field.

- MEM-410-16** The office of Congressman Raul Ruiz (CA-36) is currently seeking full and part-time unpaid scheduling **interns** for Fall 2016 to work in the Congressman’s Washington, DC office. Interns will gain valuable Capitol Hill experience and further their understanding of the legislative process. Daily responsibilities will include, but are not limited to: data entry, maintaining and organizing databases of meeting/event requests, assisting with Rep. Ruiz’s daily schedule, staffing the front office, greeting visitors, answering phones, and other administrative duties. Qualified candidates will be highly organized, prompt, responsible, and ready to work in a fast paced environment. Strong oral and communication skills are a must. Women and minorities are encouraged to apply. California ties and the ability to speak Spanish are a plus. Interested applicants should send their resume and cover letter to [lauren.heasley@mail.house.gov](mailto:lauren.heasley@mail.house.gov). No phone calls or drop-ins, please.
- MEM-409-16** The office of Congressman Don Beyer (VA-08) seeks eager, full-time **internship** candidates who possess strong writing, research, and communication skills for an unpaid internship. The ideal candidate is a team player, enjoys working in a fast-paced environment, and is able to multi-task. Interested candidates should submit their resume and cover letter to [Pablo.Sierra@mail.house.gov](mailto:Pablo.Sierra@mail.house.gov). Ties to Virginia's 8th Congressional District is a plus, but not required. No phone calls or drop-ins, please.
- MEM-408-16** California Democratic Member is seeking a qualified applicant for a temporary paid **internship** in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, and significant administrative duties. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should send a cover letter, resume, and 2-3 page writing sample to [CAJobs@mail.house.gov](mailto:CAJobs@mail.house.gov). No phone calls or drop-ins please.
- MEM-407-16** The Office of Congresswoman Ann McLane Kuster (NH-02) is seeking qualified candidates to **intern** full time and part time in our Washington, D.C. office. Interns will have a chance to experience first-hand the operations of a U.S. Congressional office, learn about the legislative process, and gain Capitol Hill experience. Responsibilities include administrative tasks such as answering phones, welcoming guests, and leading constituent tours. In addition, interns will be required to conduct legislative research, draft constituent correspondence and

vote recommendations, attend briefings and hearings and other projects as needed.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to the Northeast—especially New Hampshire—are preferred, but not required.

If candidates have any questions or wish to apply, please send a cover letter, resume, and brief writing sample to [kate.fraiman@mail.house.gov](mailto:kate.fraiman@mail.house.gov). Please include “Last Name, First Name - Internship Application” in the subject line and include your available start and end dates and weekly schedule in the email.

**MEM-405-16**

The office of Representative Castro (TX-20) is seeking an experienced and motivated Press **Intern** for spring 2017 in the Washington D.C. office. Undergraduate students, minorities, and women are strongly encouraged to apply. This is a paid internship and an excellent opportunity for students seeking academic credit. Full-time undergraduate student applicants are preferred, but part-time applicants will also be considered. Hours are flexible to accommodate the intern’s schedule.

Responsibilities Include:

- Researching to support office communications efforts
- Drafting social media postings, newsletters and other written content
- Pulling press clips
- Attending briefings, hearings, receptions, and press events
- Assisting with general office duties
- Answering phones and logging constituent mail
- Giving Capitol tours

Requirements:

Ideal candidates must possess a passion for writing, keen attention to detail, creativity, a strong understanding of social media and digital platforms, and an eagerness to learn about the political process and congressional affairs. They should be able to work independently as well as part of a team environment. Graphic design skills, relevant coursework, and/or experience in media and public relations are pluses.

Applicants should have a working knowledge of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions.

The application can be found at <http://castro.house.gov/services/internships>.

Interested candidates should submit their completed application, cover letter, a foreign affairs writing sample, and resume to [tx20resume@gmail.com](mailto:tx20resume@gmail.com). Subject line should read “Spring 2017 Internship Application”. Texas ties preferred, but not required.

**MEM-404-16**

The office of Representative Castro (TX-20) is looking for energetic and motivated **interns** for spring 2017 in the Washington D.C. office. Undergraduate students, minorities, and women are strongly encouraged to apply. This is a paid internship and an excellent opportunity for students seeking academic credit.

Full-time undergraduate student applicants are preferred, but part-time applicants will also be considered. Hours are flexible to accommodate the intern's schedule. Responsibilities Include:

- Conducting legislative research
- Attending briefings, hearings, receptions, and press events
- Assisting with general office duties
- Answering phones and logging constituent mail
- Giving Capitol tours
- Performing various tasks based on ability and interest

Requirements:

Ideal candidates must possess excellent written and oral communication skills, keen attention to detail, a positive attitude, and an eagerness to learn about the political process and congressional affairs. They should also be able to work independently as well as part of a team environment. Fluency in Spanish is a plus. Applicants should have a working knowledge of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. The application can be found at <http://castro.house.gov/services/internships>. Interested candidates should submit their completed application, cover letter, and resume to [tx20resume@gmail.com](mailto:tx20resume@gmail.com). Subject line should read "Spring 2017 Internship Application". Texas ties preferred, but not required.

**MEM-403-16** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Spring 2017 semester in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, 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. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line "Spring 2017 Internship" to Nick Vargish at [nick.vargish@mail.house.gov](mailto:nick.vargish@mail.house.gov).

**MEM-401-16** Midwest Democrat is seeking **interns** available for an immediate start for the spring 2017 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

Qualifications:

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a

team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government, fiscal issues, education and reproductive rights. Wisconsin ties a plus.

**Requirements:**

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to [Nairobi.cratic@mail.house.gov](mailto:Nairobi.cratic@mail.house.gov) ASAP.

- MEM-399-16** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the spring semester. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Interested applicants should visit the Committee's website at <http://democrats.science.house.gov/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

- MEM-398-16** Arizona Republican is seeking **interns** for his Washington D.C. office for the Spring Semester. Interns will be exposed to a wide array of the daily activities of a Congressional office – engaging with constituents, assisting members of the staff with writing and other projects as needed and giving tours of the Capitol Building. Additional duties of interns include answering telephones, greeting visitors and sorting mail.

While this position is unpaid, the benefits of interning on Capitol Hill can't be overstated. This position will help you understand the inner workings of Capitol Hill in a way that's impossible to get otherwise.

Applicants should have excellent time management and writing abilities, have strong organizational skills with a keen eye for details, and should be motivated self-starters who can produce results with minimal supervision. Arizona ties and previous Hill experience a plus but not required.

Please send a cover letter, one-page resume, and a two- to three-page writing sample to [GOPinternshipAZ@gmail.com](mailto:GOPinternshipAZ@gmail.com) with "Internship Application" in the subject line. No phone calls please.

- MEM-397-16** The Democratic staff of the Committee on Oversight and Government Reform is seeking unpaid, press **interns** for the 2017 Spring and Fall semesters. Primary responsibilities include answering the press line, compiling daily news clips, drafting social media content, conducting research, and assisting with administrative tasks as needed. Press interns will be an integral part of our robust press team and will have the opportunity to provide input on key strategic messaging sessions. A background in journalism, public relations or general communications is preferred. Minorities and women are also encouraged to apply. All interested candidates should send a resume and two references to



[OversightPress@mail.house.gov](mailto:OversightPress@mail.house.gov).

To ensure that we receive the widest range of applicants until filled, we ask that you please keep this job vacancy open until we advise that it's been filled.

**MEM-396-16** The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Spring 2017.

The ideal candidates will interact well with constituents, be able to multitask, and have a strong interest in public service. Excellent research and writing skills are crucial. Arizona ties are a plus, but not required.

Interns will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities include answering the phone, greeting visitors to the office, guiding tours of the Capitol, assisting with constituent correspondence, and attending briefings and hearings. Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Interested applicants should submit an application including a cover letter, resume, and a 2-5 page writing sample at <https://rubengallego.house.gov/services/internships>. Cover letters should include days and times the applicants will be available during the internship period; writing samples may be excerpts of larger works.

Spring interns will begin in January and end in May. Please specify if you have any conflicts during this period. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.

**MEM-394-16** The House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific seeks candidates for a Spring 2017 **internship** position. Undergraduates, graduate students, and recent graduates with a demonstrated interest in U.S. policy towards the Asia-Pacific will be considered. The Subcommittee offers full and part time internships.

The Subcommittee intern is expected to be motivated and entrepreneurial, a strong writer and communicator, detail oriented, and able to produce high quality work products under time constraints. The intern will assist with daily subcommittee operations such as research, database maintenance, fact checking, content editing, and proofreading. The intern will also assist with the preparation and execution of subcommittee hearings, which will include conducting research and analysis, organizing documents for staff and members, and assisting staff in the hearing room.

Proactive interns will be able to take advantage of this opportunity to enhance their knowledge of Asia policy and professional life on Capitol Hill by participation in hearings, briefings, and meetings, as well as other opportunities. Interns are expected to demonstrate a high level of professionalism and reliability. All internships are uncompensated, but staff are happy to support interns seeking class credit for their work.

Information about the subcommittee's membership and recent activities can be

found at <http://foreignaffairs.house.gov/subcommittees/asia-and-pacific>.

Interested candidates should send a resume and a cover letter explaining their interest in the subcommittee's work, qualifications for the position, and hours of availability to [hfac.asia.internship@gmail.com](mailto:hfac.asia.internship@gmail.com). Application materials must be received by 11:59pm, Sunday, December 18, 2016, and will be considered on a rolling basis.

- MEM-393-16** The Washington DC office of Congressman Patrick Meehan (R-PA) is currently accepting applications for Spring 2017. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, and day to day office duties. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Interested applicants should submit a resume and cover letter to [meehandcintern@mail.house.gov](mailto:meehandcintern@mail.house.gov). This internship is unpaid. The deadline to apply is Friday, December 16, 2016. Ties to Pennsylvania are preferred, but not required.
- MEM-391-16** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this spring semester. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov). Equal opportunity employer. No calls or walk-ins please.
- MEM-388-16** West Coast Democrat seeks highly motivated press **interns** in the DC office for the Winter/Spring semester. Responsibilities include, but are not limited to media monitoring, drafting press releases, talking points and social media, developing press lists, performing research and generally supporting the Communications Director. Candidates should be detail oriented with excellent writing skills and an ability to multitask in a fast-paced environment. Graphic skills a plus, though not required. Candidates should submit a resume and writing sample to [or05.pressintern@gmail.com](mailto:or05.pressintern@gmail.com).
- MEM-387-16** Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internship** for Spring 2017. The internship is scheduled to run from January to late-May/early-June, 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](mailto:internship.alhastings@mail.house.gov) with "2017 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-385-16** The Washington, DC office of Congressman Brian Higgins (NY-26) is currently accepting full and part-time **interns** for the upcoming Spring 2017 semester. The internship program will begin in early January and end in May. Interns will assist permanent staff with constituent services, front office management, and various legislative duties. Key responsibilities include, but are not limited to; conducting legislative research, interfacing with constituents daily, and attending policy briefings. The internship program provides undergraduate/graduate students and recent graduates with the opportunity to delve into the process of creating and passing legislation. It is an in-depth look at how public policy is developed, implemented and evaluated. New York ties are preferred but not required. The internship is unpaid. Strong candidates are detail oriented and self-motivated. Candidates must have strong interpersonal skills and be proficient in written communications. Applicants must e-mail a cover letter, resume, and a one to three page writing sample to Kayla Williams at [Kayla.williams@mail.house.gov](mailto:Kayla.williams@mail.house.gov). Please call 202-225-3306 with any additional questions.

**MEM-384-16** Texas Democrat is seeking dependable and driven **interns** to join their Washington, DC office this winter. Candidates should be professional, quick learners, and seasoned team players. Duties include assisting staff with legislative, administrative, and press related projects. Interns will be given the opportunity to fully engage with public policy in their areas of interest within the scope of their roles in the office. These internships are unpaid. Full-time or part-time candidates with Houston or Texas ties are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to [TXResumeInbox@mail.house.gov](mailto:TXResumeInbox@mail.house.gov).

**MEM-379-16** The House Ways and Means Democratic office is seeking an **intern** for Winter/Spring (January 2017 through April 2017). This internship is unpaid. The position is ideal for a recent college graduate interested learning about the role of the Committee and the various aspects of its jurisdiction. Prefer someone available full time, but willing to negotiate for the right candidate.

**CORE RESPONSIBILITIES:**

- Assist front office staff with answering phones and projects; assist Ways and

Means Committee Counsels in various research projects;

- Assist in preparation for Committee hearings and markups;
- Assist press staff on an as needed basis;
- Perform other duties as assigned by the Intern Coordinator

**QUALIFICATIONS:**

- Excellent oral and written communication skills;
- high level of confidentiality;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and punctual.

If interested, please email your cover letter and resume to

[Carrie.Breidenbach@mail.house.gov](mailto:Carrie.Breidenbach@mail.house.gov) and provide a brief introduction including your dates of availability.

**MEM-345-16** The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** for the spring semester of 2017. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. California ties are a plus. Please send a résumé, cover letter, and dates of availability to [Peter.Durkin@mail.house.gov](mailto:Peter.Durkin@mail.house.gov) with “Internship” in the subject line.