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INTERNSHIP VACANCY LISTING

Week of July 6, 2020

MEM-183-20 The Democratic office of the Committee on Science, Space, and Technology is currently accepting applications for a full-time paid virtual **internship** for Fall 2020. This position will primarily be telework, but if safety and logistics permit there may be an opportunity for some in-office work.

Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Typical intern duties include: working closely with staff to complete long-term or short term projects, supporting staff in preparing Committee hearing materials, and actively participating in events related to the Committee's jurisdiction.

Candidates should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should apply at the following link:

<https://science.house.gov/contact/internships>

Please no drop-ins or phone calls.

MEM-182-20 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Fall 2020. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Government.Operations@mail.house.gov with “Fall 2020 Internship Application” in the subject line.

No phone calls or drop-ins please.

MEM-180-20 The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a summer position.

This digital internship program includes the production of high-quality graphics, videos, and demonstratives, as well as rapid response work, post production editing, and livestreaming hybrid/virtual hearings and events. Candidates must possess STRONG technical skills, advanced creativity, and a high level of attention to detail. Experience in Webex, OBS, Adobe Photoshop, Illustrator, Premier Pro, After Effects, LightRoom, InDesign, and Audition a plus.

Experience in HTML, CSS, hard-skills technology and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary's Democratic staff internship program will be providing stipends to summer interns, with additional funds provided to interns with additional demonstrated financial need. 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.

Email portfolio and resume to JudPress.Intern@mail.house.gov with DIGITAL INTERN in the subject line. Digital portfolio, including design and technical work, must be included to be considered for the position.

COVID-19 update: Currently, some of our summer internship program will be conducted remotely. However, we ask that all applicants be available to intern in Washington, D.C., as some tasks will be done on site.

MEM-177-20 The Office of Congressman Greg Murphy (NC-03) is currently seeking paid **interns** with our DC office for the Fall 2020 session. The internship would begin on August 17 and last until early December. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. The internship is an ideal fit for any student that is interested in politics, law or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate or graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented and professional.

The deadline to apply for the Fall Session is Sunday, July 19th. Interested candidates should address their application materials to Collin Sabine at Interns.NC03@gmail.com.

Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

MEM-176-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session. The start date would be as early as Aug 3 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com

Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-172-20 The Republican office of the Committee on House Administration seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its full-time Fall 2020 **internship** program.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries, and providing support to all Committee staff.

This is a paid internship. To apply, please visit <https://republicans-cha.house.gov/> and submit application by July 20th 2020.

*Due to the ongoing Covid-19 pandemic, this internship opportunity is subject to change.

MEM-170-20 Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks a paid press **intern** for her Washington DC office.

Responsibilities may include drafting social media content, monitoring social media platforms, drafting constituent correspondence and outreach, and assisting the Communications Team with other tasks as needed. The press intern will report to and work closely with the Press Assistant and the Communications Director.

Qualified candidates should be motivated, detail-oriented, a team player, and possess strong oral and written communication skills. Virginia ties are a plus. Women, LGBTQ+, and minority candidates are 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 email a single PDF including your cover letter listing your availability, resume and a 1-2 page writing sample to VA02DC.Interns@mail.house.gov with “Your Name: VA-02 Fall Press Internship” in the subject line.

Please no drop-ins or phone calls.

MEM-169-20 Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks paid **interns** for her Washington DC office.

Responsibilities may include up-keeping constituent mail and correspondence, preparing memoranda, and assisting staff with legislative projects.

Qualified candidates should be motivated, detail-oriented, a team player, outgoing, and possess strong oral and written communication skills. Virginia ties are a plus but not required. Women, LGBTQ+, and minority candidates are 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 email a single PDF including your cover letter listing your availability, resume and 1-2 page writing sample to VA02DC.Interns@mail.house.gov with “Your Name: VA-02 Fall Internship” in the subject line.

Please no drop-ins or phone calls.

MEM-163-20 The Office of Congressman Harris is currently seeking candidates for their Fall 2020 **Internship** Program in their three District offices, located throughout the Eastern Shore of Maryland.

Minimum requirements include:

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task and prioritize
- Strong writing and speaking skills
- Familiarity with Microsoft Office including Outlook and Excel

Intern responsibilities may include:

- Providing excellent service to constituents in-person and over-the-phone including greeting constituents and answering telephones
- Opening and directing mail
- Entering computer data
- Responding to constituent requests
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Involvement with additional special projects important to the Congressman's office

A Congressional Internship is a valuable way to understand Congressional office operations, the legislative process, and the importance of serving others.

Interested applicants should visit harris.house.gov to read additional details about the internship application and email a completed application to jonathan.glaser@mail.house.gov

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. 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.