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INTERNSHIP VACANCY LISTING

Week of November 6, 2017

- MEM-435-17** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for summer 2017 **internships** in his Washington, D.C. office. Intern duties include answering phones, attending and summarizing hearings/briefings, sorting mail and faxes, leading tours of the Capitol, as well as assisting legislative staff and other responsibilities as needed. A qualified intern candidate will have good oral and written communication skills, professional maturity, and a willingness to work on a variety of tasks. Preference given to interns with full-time availability, but those seeking part-time internships will be considered. Pennsylvania ties a plus but not required. Internship positions are unpaid. To apply, please email cover letter, resume, and a brief writing sample (no more than two pages) to Jordan Sciascia at Jordan.Sciascia@mail.house.gov. Please include availability in your cover letter.
- MEM-434-17** The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns**. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings.

Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to Sruthi.Prabhu@mail.house.gov.

MEM-433-17 NC Democratic Member of Congress seeks **interns** for the spring semester in Washington, DC office. Although all internships in all offices are unpaid, students gain invaluable work experience. Our interns' responsibilities are varied but substantive. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, run errands, 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 are flexible to accommodate students' hectic 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. Students will be supervised by the DC Office Staff Assistant, who will train them to meet our high standards. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works.

Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment. Please apply by emailing your resume, a cover letter, and one writing sample to nchousejobs@gmail.com.

MEM-432-17 Congressman Dan Kildee's Washington, D.C. office is seeking motivated and hard-working college students for spring **internships**. Although internships are unpaid, students will gain valuable work experience in a fast-paced congressional office.

QUALIFICATIONS: Applicants must be highly motivated, have excellent oral and written communications skills, responsible, dependable, and eager to learn.

JOB DESCRIPTION: Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.

If interested, please send a cover letter and a resume to Jordan Dickinson at jordan.dickinson@mail.house.gov.

For more information on Congressman Dan Kildee and Michigan's 5th Congressional District, please visit our website at www.dankildee.house.gov.

MEM-431-17 Congressman Charlie Crist (FL-13) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for Fall 2017. 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, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Florida ties are encouraged but not required. Please send resume, cover letter, and one writing sample to FL13Internships@mail.house.gov. Applicants must be able to start immediately!

MEM-430-17 The House Democratic Caucus is currently accepting **intern** applications for the 2018 Spring Semester. This is a full-time internship that requires a flexible schedule and the ability to travel. Our internship term runs from early-January through May. Interns will assist with weekly Caucus meetings, Member outreach, legislative work, and the annual Issues Conference. Interns will also handle front office duties such as answering phones, distributing mail, coordinating Capitol tours, and greeting visitors.

Qualified applicants must possess a pleasant attitude, attention to detail and a great work ethic. Candidates with prior Hill experience, great writing skills and strong familiarity with House Democrats are preferred.

Please email a cover letter and resume in PDF Form to CaucusInternResume@mail.house.gov with your availability. Include "2018 Spring Democratic Caucus Internship" in the subject line.

MEM-429-17 The Washington, D.C. office of Congressman Paul Gosar is currently seeking applicants for a full-time **internship** to start immediately for the Fall 2017 term. Responsibilities include assisting the staff with front office operations, conducting legislative research, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending committee briefings and hearings, and learning about the day-to-day operations of a congressional office. While the 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 is impossible to get otherwise. Ideal candidates should be ambitious, proactive, have a positive attitude and demonstrate a strong interest in the legislative process. Unpaid internships are available to qualified college students or recent college graduates. Arizona ties preferred but not required. Please submit a resume to Will.Stechschulte@mail.house.gov with a subject line of "Internship Application."

MEM-427-17 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic **interns** for the spring 2018 semester 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 may include, but are not limited to, answering and screening telephone calls, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, and drafting constituent correspondence on a variety of issues. *Interested applicants should email a resume and cover letter to Hannah.Mansbach@mail.house.gov.* Please indicate expected dates and availability in your cover letter.

MEM-425-17 The Office of the House Majority Whip Steve Scalise (LA-01) is looking for full and part-time **interns** for the Spring 2018 semester. The internship will offer students and young professionals invaluable experience with our nation's legislative process, along with exposure to the fast pace of a congressional leadership office. 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. At the beginning of the legislative week, interns are expected to work into the evening to assist staff in facilitating member meetings. Congressman Scalise supports students requesting credit for their internship through their university. If interested, please submit a resume, cover letter, and two references to interns.majoritywhip@gmail.com.

MEM-424-17 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time **interns** in our Washington, D.C. office. 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! All internships are unpaid. Candidates of all backgrounds are encouraged to apply. To apply, please visit <https://pocan.house.gov/services/internships> or email andrew.o'neill@mail.house.gov for more information.

MEM-423-17 The Office of the Representative Linda Sánchez is currently accepting applications for a full-time **internship**. Ideal candidates will possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Primary responsibilities will include processing mail, greeting visitors, answering phones, leading Capitol tours, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability to DCInternship.CA38@mail.house.gov with “CA38 Internship” in the subject line.

MEM-422-17 Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Spring 2018. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample to md06.internships@mail.house.gov by November 30, 2017 with “Spring Congressional Internship” in the subject line.

MEM-421-17 The Office of Congresswoman Norton (DC-00) has openings for full-time and part-time Congressional **interns**. Interns assist with office operations including the execution of the Member’s daily schedule. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. Washington D.C. ties are required. Internships begin in January and run through the spring semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to Camilo.Manjarres@mail.house.gov. Interns are accepted on a rolling basis.

MEM-420-17 The Washington, DC office of Congressman Don Beyer is accepting applications for unpaid spring **interns**. The internship will run from January to May. Candidates should be motivated, resourceful, and organized. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, and performing other tasks as necessary. To apply, please email a resume, cover letter, and brief writing sample to grace.rubinger@mail.house.gov. No walk-ins or calls please. VA ties preferred. Congressman Beyer is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-419-17 House Budget Committee, Majority Staff – The Majority Staff of the House Budget Committee is currently accepting applications for **interns** starting immediately. 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. The deadline to apply is November 7th, 2017. Applicants should email their resume, cover letter, one-page writing sample and completed application to budget.interns@mail.house.gov. Please visit 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-418-17 The Washington, D.C. office of Congresswoman Louise Slaughter (NY-25) is seeking a full-time **press intern** to work with the communications team in the Congresswoman's personal and Rules Committee offices for the Spring 2018 semester.

The press intern will work directly with an award-winning communications staff to carry out responsibilities including – but not limited to – creating digital content, developing press lists, collecting and distributing press clips, drafting press releases, and contacting reporters. Special skills such as photography or graphic design are a plus. Standard schedule begins with aggregating news clips at 8:00 am and ends at 4:00 pm.

Congresswoman Slaughter is the top Democrat on the House Committee on Rules. [The Rules Committee](#) determines the parameters of debate for all major legislation before it can be considered on the House Floor and is a hotbed of activity.

Applicants should e-mail a cover letter, resume, and a short writing sample, and if applicable, a portfolio sample to Sam Menchel at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Sam at [202-225-3615](tel:202-225-3615) with any questions.

MEM-417-17 The Washington, DC office of Congresswoman Louise M. Slaughter (D-NY) is offering spring 2018 **internship** opportunities for college students and recent college graduates. First-hand experience interning in Congresswoman Slaughter's office provides a unique opportunity to understand the development and implementation of public policy. Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the legislative staff, and assisting with additional office duties.

Interns are matched based on their policy interests with a legislative staffer and together they develop substantive projects that allow interns the chance to increase their knowledge of a subject area and better understand how the federal government works. Interns will also gain unique insight into the legislative process and parliamentary procedure as a result of Congresswoman Slaughter's position as the ranking member of the House Rules Committee.

Applicants should e-mail a cover letter, resume, and a one to three page writing sample to Sam Menchel at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Sam at (202) 225-3615 with any questions.

MEM-416-17 The Majority House Homeland Security Committee is now accepting applications for a spring 2018 unpaid PRESS **intern** to assist in a fast-paced communications operation.

All candidates should be hardworking, professional, detail-oriented and possess strong written & oral communication skills.

Intern duties may include:

- Daily press clips
- Drafting content for media distribution
- Drafting messaging and talking point memos
- Assisting with social media monitoring & content development
- Conducting research for communications and legislative staff
- Building press lists
- Event photography
- & more!

To apply for a spring 2018 internship with the Homeland Security Committee press shop, please submit the following materials.

- Current resume and cover letter
- 2 references

Please submit all forms in PDF format and with title, “LastName_FirstName_DocumentType”. For example, your resume would be saved as “Doe_John_Resume” and your cover letter would be saved as “Doe_John_CoverLetter.” Please then email the above documents to Resumes.CHS@mail.house.gov and include “Press Spring Internship Program” in the subject line of the email.

MEM-415-17 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Spring semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to adrienne.schrodt@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-414-17 House Foreign Affairs Committee Ranking Member Eliot Engel's office (NY-16) seeks candidates who have an interest in the legislative process and in helping constituent. **Interns** must possess solid writing, communication skills and professionalism. Interns work directly with legislative assistants, field representatives and the press team. This internship presents an opportunity for both a unique learning experience and an inside look at the political process. Most candidates are college students or recent graduates. To achieve maximum benefit, most interns devote at least 25 hours a week to the office. NY ties preferred, but not mandatory.

If you would like to be considered for a position, please email your resume and cover letter to Engel.Internship@mail.house.gov. In your application, be sure to include the semester and/or dates you would be available to intern.

MEM-413-17 The office of Representative Bruce Poliquin is accepting applications for unpaid **internships** in Washington, D.C. The internship will offer students and young professionals invaluable experience with the legislative process. Interns work side by side with experienced full-time staff, and play an integral part in the daily operations of the office. A typical day for our interns includes welcoming folks to the office, researching legislation for the Congressman and policy staff, and answering constituent calls and letters on various issues before the House. Ties to Maine are preferred, but not required. Interested candidates should send their resume and cover letter to Poliquin.internship@mail.house.gov.

MEM-412-17 The Office of Congressman Al Lawson (FL-05), is seeking full – or part – time **interns** for Fall '17, and Spring and Summer '18 semesters in the Washington D.C. office. Responsibilities include, but are not limited to: assisting in legislative research, answering phone calls, attending briefings, greeting front office visitors, and leading tours of the Capitol. Ideal candidates will have a strong attention to detail, an enthusiasm for the political and congressional processes, strong writing skills, and the ability to thrive in an energetic office environment. To apply, please send a resume, cover letter, short writing sample (1-2 pages), and work availability to amber.milenkevich@mail.house.gov.

MEM-411-17 Congressman Michael E. Capuano is looking for **interns** to join his Washington, D.C. team for a full-time, unpaid internship during spring 2018, for a duration of three months or longer.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential.

Main responsibilities include: answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to assisting staff with more complex, legislative projects. Candidates with Massachusetts ties and previous

internship and/or work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to capuano.intern1@mail.house.gov.

MEM-410-17 Congressman Jamie Raskin (MD-08) seeks **interns** for his Washington, D.C. office and district office in Rockville, MD available to start January 8, 2018 through May 18, 2018. Candidates should be proactive, and possess superior written and oral communication skills.

Interns in the Washington, D.C. office will be responsible for assisting the team with constituent phone calls, tours, flag-requests, and related administrative duties. Additional tasks, including drafting constituent correspondence, conducting legislative research, and attending hearings and briefings may also be assigned. This is a great opportunity for individuals who are interested in learning about the inner-workings of Capitol Hill and the legislative process in a busy office.

Interns in the district office may be asked to perform administrative tasks, draft constituent correspondence, and attend community events. Additionally, interns may assist staff with constituent casework or work on district-based projects of importance.

To apply, please visit <https://raskin.house.gov/services/internships> and submit your application by 5:00 pm on Friday, November 11, 2017.

MEM-408-17 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Winter 2018 **internship**. 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. Background in science is a plus. To apply, please send your resume and cover letter to house.science.committee@mail.house.gov.

MEM-407-17 The Democratic Staff of the Committee on Rules is seeking a full-time, qualified and energetic **intern** for December/January - April. The intern will work with staff to prepare materials for committee meetings, conduct research projects for memos, answer phones, and complete a variety of other administrative tasks.

Ideal candidates have excellent attention to detail, good writing skills, a strong work ethic, and a strong interest in learning about or a working knowledge of House floor procedures. Applicants must have a good attitude and be willing to perform a variety of tasks. Previous hill internship experience is preferred but not

required. Interested candidates should submit a cover letter and resume to RulesInternDem.Application@mail.house.gov.

Equal opportunity employer. No calls or drop-ins please.

- MEM-406-17** The Majority Staff of the House Budget Committee is currently accepting applications for Spring 2018 **Policy 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. The deadline to apply is November 15th, 2017. Applicants should email their resume, cover letter, one page writing sample and completed application to budget.interns@mail.house.gov. Please visit 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-404-17** The office of Congressman Adam Kinzinger [IL-16] is seeking candidates for full-time **internships** in his Washington, DC office. 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, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. While preference is given to applicants from Illinois, I encourage all candidates with a strong work ethic and positive attitude to apply. Please send your resume and cover letter (with potential state date) to internsIL16@gmail.com. No phone calls or drop-ins, please.
- MEM-403-17** The Office of Congressman John R. Carter (TX-31) is currently accepting applications for our spring semester **internship** program in Washington, D.C. This is a full-time, unpaid position for college students of all majors. Responsibilities include greeting constituents and guests, answering phone calls, leading Capitol tours, assisting the legislative staff, and assisting in general office duties. With this experience, interns can expect to gain a stronger, first-hand understanding of Congress. Applicants must possess strong written and oral communication skills, be able to work well in a team environment, and must have a minimum 3.0 GPA. Candidates with strong Texas ties are preferred. Interested candidates should submit their resume and cover letter to CarterInformation@mail.house.gov.
- MEM-402-17** The office of Congresswoman Martha McSally is seeking spring **interns** for the Washington, D.C. office. Responsibilities include, but are not limited to,

conducting Capitol tours, corresponding with constituents, researching legislative issues, attending committee hearings, and assisting the Member and staff with data management.

Interns will be expected to work a minimum of 24 hours per week, with preference given to candidates who can work full time. Ideal candidates are self-starters with strong interpersonal skills, writing capabilities, and attention to detail. Interested candidates should email resumes to AZ02Intern@gmail.com.

- MEM-401-17** The office of Congressman Jack Bergman (MI-01) is currently seeking full or part-time **interns** for his Washington, D.C. office for winter and spring sessions, to start as early as November. Interns will be responsible for giving tours of the Capitol, aiding in office administration, conducting research for staff, and answering calls from the constituents of the unique First District of Michigan. Candidates should have strong written and verbal communication skills, an interest in public policy and the legislative process, and an acute attention to detail. The position is unpaid, but opportunities for school credit are available. Michigan ties are preferred, but not required. Interested candidates should fill out the application form available at bergman.house.gov.
- MEM-399-17** California Democrat is seeking hardworking **interns** for the Winter 2017/ Spring 2018 internship session, to begin immediately. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to bera.resume@mail.house.gov.
- MEM-398-17** Representative Claudia Tenney (NY-22) seeks **interns** for the Spring Semester. Intern duties include performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, 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. This internship is unpaid. Interested applicants should send a resume and cover letter to Joan.Stanton@mail.house.gov with "Spring Internship" in the subject line.
- MEM-396-17** Congresswoman Judy Chu (CA-27) is accepting applications for **internship** positions available in her Washington D.C. office. Positions are available starting immediately, and applications will be considered on a rolling basis, with priority given to those received by November 3rd. This unpaid internship will provide valuable hands-on experience in a Congressional office and a greater understanding of the legislative process. Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol,

conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process.

This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. California ties are preferred, but not required. Interested applicants should email a resume, cover letter, and a short writing sample to internapp.ca27@mail.house.gov with “CA-27 Internship” in the subject line.

MEM-394-17 Congressman Barton’s D.C. office is seeking full-time **interns** for the spring of 2018. While this position is unpaid, your time here will strengthen your understanding of the legislative process and give you invaluable experience of the operations necessary to be an effective member of a Congressional team. Intern responsibilities include, but are not limited to, phone assistance, conducting tours of the U.S. Capitol, researching federal legislation and assisting legislative staff in various research projects. Interns will also have the opportunity to attend legislative briefings, congressional hearings and receptions on Capitol Hill. Candidates with a strong work ethic and great communication skills are encouraged to apply. Applicants must be highly motivated, have excellent oral and written communication skills, be able to accomplish a variety of tasks and pitch in where needed, and be responsible, dependable and eager to learn. Ties to Texas are preferred, but not required. Interested candidates should send their resume and cover letter to caroline.waller@mail.house.gov.

MEM-393-17 Rep. Yvette D. Clarke (NY-09) is seeking an unpaid fall 2017 full-time or part-time **health fellow** available to start now. Fellows will gain firsthand knowledge on a range of healthcare issues within the Energy and Commerce’s jurisdiction. Responsibilities include aiding in preparation for hearings, research, writing and editing and meeting with healthcare stakeholders. Successful candidates will be dependable, organized and possess exceptionally strong written and verbal communications skills.

Candidates must have or be in the process of obtaining a graduate degree in Public Health, Health Policy or Health Administration. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply.

Please send your resume, a cover letter and a writing sample (5 pages max.) to: ResumeNY@mail.house.gov.

MEM-392-17 Congresswoman Yvette D. Clarke (NY-09) seeks an unpaid **press and digital intern** to assist a fast-paced communications operation. Qualified candidates

should have an interest in communications, strong computer skills, and good writing and editing abilities.

Specific tasks include:

- Helping put together our monthly e-newsletter;
- Assisting with media monitoring and building press lists;
- Drafting press releases and related media materials;
- Developing social media content and graphics;
- Conducting research for communications and legislative staff; and
- Answering phones and writing constituent correspondence

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply.

Please send your resume, a cover letter and a writing sample (5 pages max.) to: ResumeNY@mail.house.gov.

MEM-390-17 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-389-17 Vice Chairman of House Foreign Affairs Committee and House Armed Services Committee Member seeking **Military Affairs Intern**.

The Office of Congressman Paul Cook (CA-District 8), Vice Chairman of House Foreign Affairs Committee and member of House Armed Services Committee and House Natural Resources Committee, is pleased to announce vacancy for the position of Intern to begin August 2017 or as soon as possible. This opportunity will provide college level students and recent graduates hands on work with legislation regarding foreign policy, international relations, military affairs, and defense policy in a moderate Republican office. Interns will learn about the intricacies of the legislative branch and how the House of Representatives operates by attending hearings with the Congressman and preparing key research and legislation that the Congressman will review, in addition to other tasks listed below.

Responsibilities:

- Explore policy ideas and perform research projects

- Attend Congressional Hearings
- Work with staff on legislative research and drafting
- Answering telephones
- Lead constituent tours
- Other tasks as needed

Qualifications:

- Good oral and written communication skills
- Ability to work in a group or with constituents and remain professional and courteous at all times
- Good organizational skills
- Responsible and dependable
- Eager to learn attitude

If you would like to apply for our internship program please contact our Intern Coordinator, Bert Johnson, at Bert.Johnson@mail.house.gov with your Resume and availability range.

MEM-388-17 Vice Chairman of House Foreign Affairs Committee seeking **Foreign Affairs Intern**

The Office of Congressman Paul Cook (CA-District 8), Vice Chairman of House Foreign Affairs Committee and member of House Armed Services Committee and House Natural Resources Committee, is pleased to announce vacancy for the position of Intern to begin August 2017 or as soon as possible. This opportunity will provide college level students and recent graduates hands on work with legislation regarding foreign policy, international relations, military affairs, and defense policy in a moderate Republican office. Interns will learn about the intricacies of the legislative branch and how the House of Representatives operates by attending hearings with the Congressman and preparing key research and legislation that the Congressman will review, in addition to other tasks listed below.

Responsibilities:

- Explore policy ideas and perform research projects
- Attend Congressional Hearings
- Work with staff on legislative research and drafting
- Answering telephones
- Lead constituent tours
- Other tasks as needed

Qualifications:

- Good oral and written communication skills
- Ability to work in a group or with constituents and remain professional and courteous at all times

- Good organizational skills
- Responsible and dependable
- Eager to learn attitude

If you would like to apply for our internship program please contact our Intern Coordinator, Bert Johnson, at Bert.Johnson@mail.house.gov with your Resume and availability range.

MEM-386-17 U.S. Rep. Bill Pascrell, Jr. (D-NJ) seeks spring semester **interns** for his Washington, DC office. This internship term runs from January through May. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, and drafting constituent correspondence. This internship is unpaid. 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 and as the Ranking Member on the Ways and Means Subcommittee on Trade. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. Interested applicants should send a resume and cover letter to Christopher Hadad (Christopher.Hadad@mail.house.gov).

MEM-385-17 The Office of Congressman David Price is currently accepting applications for our spring **internship** program running from January 2017 through the beginning of May. 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.

MEM-384-17 **Interns** are responsible for providing Senior and Professional Staff with legislative, policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Performs legislative and policy research.
- Assists with the coordination and production of hearings and bill markups by:
 - Researching background on witnesses and hearing topics.
 - Finalizing documents for Members and Committee Staff.

- Delivering said documents to Members of the Committee.
- Oversees physical and digital Correspondence to and from the Committee.
- Conducts clerical work for the Office Manager and staff by:
 - Answering Phones
 - General office tidiness and maintenance
- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities.

QUALIFICATIONS:

Must be at least a sophomore in college. Coursework and experience in Political Science, Government Affairs, Homeland Security Issues or a related field is preferred. Strong organizational skills; excellent oral and written communication skills; the ability to perform under pressure and tight deadlines. Must be familiar with Microsoft Office.

Applicants should send a resume, cover letter, and writing sample to elise.phillips@mail.house.gov.

MEM-383-17 The Washington, DC office of Congressman McKinley (WV-01) is seeking a motivated, flexible, and reliable **intern** to fill fall and spring positions. Ideal candidates will be in their undergraduate or graduate careers Successful candidates will possess strong written and oral communication skills, organization, an ability to multi-task, resilience in a fast paced environment, and an interest in learning about the political process. West Virginia ties are preferable.

Intern responsibilities include answering constituent calls, emails, sorting mail, helping with legislative projects, processing flag and tour requests, composing and editing letters, and other projects. We are looking for both legislative and communications interns. Please specify your preference in your email.

This is an unpaid position, however networking opportunities, resume and skill building, as well as experience all make this a worthwhile position.

This is a rolling position, flexible to meet your availability and start dates. It's ideal for a local or state student or a recent graduate looking to gain some traction in Washington, DC and in politics, energy, labor, and other areas. If interested, please contact my DC office at 202-225-4172 or my staff assistant at Eleanor.weaver@mail.house.gov. Please send a resume and a brief email cover letter about why you are an appropriate candidate.

MEM-381-17 The Office of Rep. Paul Tonko (NY-20) is seeking unpaid **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 with “Fall Internship” in the subject field.

MEM-380-17 The Office of Rep. Paul Tonko (NY-20) is seeking an unpaid press intern to assist with fast-paced communications operation for Spring 2018. 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, event support, social media (esp. Facebook, Twitter, Instagram) and photography.

Intern duties may include:

- Daily press clips
- Answering phones
- Drafting documents for distribution to media
- Messaging & interview prep documents
- Social media content development
- Event photography
- ...and more!

Interested applicants should email a cover letter, resume, 1-3 page writing sample and dates of availability to katie.greenberg@mail.house.gov with “Press Internship” in the subject field.

MEM-379-17 The Democratic Office of the Committee on Oversight and Government Reform seeks college-students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time, unpaid **internship**. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include supporting the Committee’s operations, managing mail and manning the front desk, as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are currently being accepted for Winter and Spring interns. To apply please send your cover letter, resume and 2-3-page writing sample to oversight.democrats@mail.house.gov with the subject line, “Internship.”

MEM-378-17 The Majority House Committee on the Budget is now accepting applications for spring 2018 **internships**.

As an intern with the House Budget Committee, you will provide vital support by assisting Committee staff in assignments that include, but are not limited to: compiling the daily Budget News Clips, sorting and processing mail, answering

the phones, assembling reference material, administrative support, and special projects.

Full and part-time positions are available to students currently enrolled in school or recent graduates. College students pursuing a Political Science and/or Economics major, or those interested in government, are encouraged to apply. Internships during the school year last a full semester. Course credit may be available through your school. Paid internships are available for interns who are not receiving course credit through their university.

Please complete and return the application, along with your resume, cover letter, and a one page writing sample in a single PDF document to budget.interns@mail.house.gov. The link to download the application is located at <https://budget.house.gov/about/internships/>.

MEM-377-17 Rep. Chuck Fleischmann (TN-03) is taking applications for Spring 2017 **interns** in his Washington, D.C. office. Interns assist the Staff Assistant with daily operations, including greeting constituents, answering telephones, and giving Capitol tours. Interns will also assist legislative and press staff with special projects related to constituent mail, research, and media outreach. The internship is unpaid. For more information or to apply, please visit <http://fleischmann.house.gov/services/internships> <<http://fleischmann.house.gov/services/internships>.

MEM-375-17 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this winter. Candidates should be professional, quick learners, and phenomenal team players, and should be able to begin in January 2018. 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.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-374-17 The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Spring 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 January until the end of May. 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 Spring 2018 Internship" to fl.demresume@gmail.com. Florida ties are a plus, but are not required.

MEM-373-17 Congressman Ruben Kihuen (NV-04) is seeking full- or part-time unpaid **interns** in his Washington, D.C. office to start immediately. Applicants must be available from mid-November 2017 to mid-January 2018. Interns will work in a fast-paced congressional office and gain valuable exposure to the legislative process. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, compiling daily news clips, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess a positive attitude, excellent written and oral communication skills, and be able to work independently and within a team. Interested applicants should send their resume to NV04.Internship@mail.house.gov.

MEM-372-17 Senior Republican Appropriator is seeking full and part-time **interns** for the winter in our DC office. Interns engage in a variety of tasks, and their responsibilities are assigned based on interests, capabilities, and the needs of the office. Interns will have the opportunity to hone their legislative research and writing skills and work on projects with senior legislative staff; attend hearings and briefings on Capitol Hill; assist with media/communications tasks and gain proficiency in IQ; and participate in our office's top priority, constituent outreach, by leading tours, greeting visitors, and answering phones. Exceptional interns in the past have received opportunities to write constituent letters and contribute to constituent and staff meetings on and around Capitol Hill with various VIPs. If you are interested in applying for one of the most robust internship programs on the Hill, please submit a cover letter including the reason you would like an internship in our office, your résumé, two writing samples, and references to NE01internships@gmail.com.

MEM-371-17 The office of Congressman Bill Shuster (PA-09) is currently accepting applications for spring **interns**. Candidates should be a self-motivated, team player that is ready to work in a fast-paced environment. Duties include, but are not limited to: opening mail, answering phones, constituent correspondence, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects. The ideal candidate will be a hard-working, detail oriented professional with strong oral and written communication skills. Pennsylvania and district ties are preferred, but not required. Although this

position is unpaid, we will work with the student to fulfill requirements for school credit programs. Interested candidates should email PA09jobs@gmail.com with a resume and a cover letter.

MEM-369-17 The office of Representative Doug LaMalfa (CA-01) seeks full-time **interns** in his Washington, DC office for the 2017 Winter session, starting as early as November 28th. Ideal candidates possess strong written and verbal communication skills, organizational skills, an attention to detail, and a positive attitude. Main responsibilities include overseeing tour and flag requests, giving tours, attending briefings, helping with graphic design, processing mail and letters, assisting with constituent correspondence, and helping with other office duties. California ties are preferred, but not required. Interested candidates should send a cover letter and resume to Courtney.bradway@mail.house.gov.

MEM-366-17 The Office of Congressman Jeff Fortenberry (NE-01) is accepting applications for a motivated and hardworking Capitol Hill **intern** in our Washington, DC office. The internship is full-time and unpaid with room for growth.

Interns are responsible for politely greeting front office guests, professionally answering calls, enthusiastically leading Capitol Tours for Nebraskans, assisting the scheduler and staff assistants with administrative office duties, and assisting the communications team with special projects. Ideal candidates will have a strong work ethic and thrive in fast-paced environments. Ideal candidates will have strong attention to detail, strong writing abilities, and enthusiasm for the political process and congressional operations.

Interested applicants should send a resume with references and writing samples, a cover letter addressed to the Congressman detailing why you want to work for him, and the ideal start and end date with the subject line "Fortenberry Internship" to Diana.Shin@mail.house.gov. Nebraska ties strongly preferred.

MEM-350-17 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** to fill Fall and Spring positions. 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. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, attending briefings, conducting legislative research and performing other administrative tasks as necessary. California ties are a plus.

Please send a resume, cover letter and dates of availability to Robert.Clark@mail.house.gov with "Internship" in the subject line.

MEM-325-17 The office of Congressman Buchanan is seeking full time **interns** for an immediate start as well.

Potential candidates should possess the following

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn

Please email your resume and available start date to lewis.plush@mail.house.gov.

About our program:

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Interns will assist staff with daily office functions, constituent mail and phone calls, and also take on projects for the legislative staff. Interns will also work on a policy proposal under the guidance of staff and will deliver their policy proposal to staff at the end of their internship. Interns will also have the chance to attend briefings independently and on the behalf of staff. At the end of the internship, interns will have a firm understanding of how Capitol Hill works, a bespoke policy proposal, and full understanding of how the legislative process works.