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INTERNSHIP VACANCY LISTING
Week of April 24, 2017

- MEM-135-17** Democratic office seeks a highly motivated individual with interest in the legislative process to serve as an unpaid **intern** in the Washington, D.C. office immediately. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting visitors, tours and other information, answering telephone calls and noting constituents' opinions, maintaining the front office, and general office administrative duties. Please e-mail your resume and cover letter to amber.milenkevich@mail.house.gov.
- MEM-134-17** Organization: House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific
Position: **Internship**
Compensation: Unpaid
Citizenship: U.S. Citizenship is required
Estimated Start Time: June 2017

The House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific is seeking candidates for a summer 2017 Internship. Undergraduates, graduate

students, and recent graduates with a demonstrated interest in U.S. policy towards the Asia-Pacific will be considered. The internship will be full-time.

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. Daily duties will include, but are not limited to, conducting background 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 staffs 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. Application materials must be received by May 1.

MEM-132-17 The Democratic staff of the House Committee on Oversight and Government Reform is seeking a motivated and qualified press **intern** for the summer. Primary responsibilities include, but are not limited to, compiling daily news clips, conducting research, drafting press releases, updating media lists, and assisting with administrative tasks as needed. Ideal candidates will be proactive, possess strong critical thinking skills, an eagerness to learn, a strong ability to multitask, exceptional attention to detail, and a willingness to work in a fast-paced environment. Journalism, public relations, or general communications majors are preferred. Minorities and women are also encouraged to apply. All interested candidates should send a resume and two references to OversightPress@mail.house.gov.

MEM-131-17 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a press **intern** to serve in the Washington, D.C. office between May through August. Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting congressional staff with press clips and constituent communication and will help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and

administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to Andres.Chovil@mail.house.gov. No calls or walk-ins please.

MEM-128-17 “A member of House Democratic Leadership is seeking a full-time summer press **intern** with exceptional writing and editing skills. Duties include assisting with daily news clips, compiling news research, drafting media releases/advisories and social media content, maintaining press contact lists and editing video clips. Prior campaign or communications experience preferred, but not required. This position requires attention to detail, strong writing ability and grammar skills. All interested and qualified candidates should email a resume and three writing samples to NY.ResumeInbox@mail.house.gov with the subject line “Press Internship””

MEM-126-17 The Washington D.C. office of Congressman Tom Reed is currently seeking full – or part – time **interns** for the Summer 2017 session. The internship runs from May 2017 to August 2017. Ideal candidates should be professional, dependable, and possess strong communication skills. Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearing and briefings, and other legislative projects. Internships are unpaid, but are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. New York ties are a plus, but not required. Interested applicants should send their resume, cover letter, and a writing sample with the subject line “Summer Internship” to samara.brown@mail.house.gov.

MEM-125-17 The House Committee on Oversight and Government Reform Democratic Staff is seeking a motivated and reliable digital **intern** to fill a spring and summer position. This is an excellent opportunity to those who are interested in digital design, social media, technology, and the congressional process. Intern responsibilities include, but are not limited to, content creation, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs, CMS, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. Please send a résumé, cover letter, and portfolio to Oversight.Democrats@mail.house.gov, with “Digital Intern” in the subject line.

MEM-121-17 The Democratic Staff of the House Committee on Energy and Commerce Subcommittee on Oversight & Investigations is seeking a summer 2017 full-time or part-time legal **fellow** available to start in May or early June 2017. Preference will be given to candidates available to work full-time. Fellows will gain firsthand knowledge of Congressional oversight on a range of issues within the Committee’s jurisdiction, including healthcare, energy and environment,

telecommunications, and more. Responsibilities include organizing materials for staff, aiding in preparation for Congressional hearings, research, writing and editing, and document review, including but not limited to legislation and federal regulations. Successful candidates will be dependable, organized, and possess exceptionally strong written and verbal communication skills. This internship is unpaid.

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

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

MEM-115-17 The Office of Congressman Jim Renacci (R-OH) seeks a full time, unpaid **intern** for immediate hire. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast-paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to mark.galay@mail.house.gov.

MEM-112-17 Representative Claudia Tenney (NY-22) seeks **interns** for the Summer 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 "Summer Internship" in the subject line.

MEM-106-17 Democratic Congressman Pete Aguilar (CA-31) is seeking highly motivated **interns** to join his Washington D.C. office. Interns will have the chance to experience the fast-paced atmosphere of a congressional office and gain valuable work experience. This is an excellent opportunity for those interested in the legislative process. Intern responsibilities include attending hearings and briefings, assisting with front office duties, answering phones, assisting with tours, researching legislation for staff and drafting constituent correspondence letters on various issues before the House. Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail and ability to function in a fast-paced environment.

Full-time summer internship positions are available beginning in early June. Southern California ties are preferred. Internships are unpaid, however current students may be eligible for academic credit. To apply, please send cover letter,

resume and brief writing sample to parker.dorrough@mail.house.gov by April 10, 2017.

MEM-104-17 The office of Congresswoman Frederica S. Wilson seeks a press **intern** for the Washington, D.C. Office. Responsibilities include assembling daily news clips, drafting news releases and social media content, conducting research, and assisting the communications director with other tasks as needed. Additionally, the intern will shadow the communications director at committee hearings and relevant media events. Candidates must possess strong writing skills and will be asked to take a writing test. A background in communications, media relations/public affairs or journalism is preferred, but not required.

All interested candidates should email Nnemdilim.ubezonu@mail.house.gov with resume and cover letter attached.

MEM-100-17 Congressman Ben Ray Luján (NM-03) has immediate openings for unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please e-mail a resume, cover letter, and a 1-2 page writing sample to Lujan.Tours@mail.house.gov.

MEM-099-17 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for the summer 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 send a resume, cover letter, and a brief writing sample to Andrew.ONeill@mail.house.gov with “2017 Pocan Summer Internship” in the subject line.

MEM-098-17 Ohio Democrat is seeking **interns** for the summer of 2017. 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. Responsibilities will include 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 pleasant 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.

9th District Ohio ties a plus!

Please email Courtney.hruska@Mail.house.gov with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

MEM-097-17 West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Please e-mail your resume and cover letter to calgopinternship@gmail.com.

MEM-096-17 Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this summer. 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. Equal opportunity employer. No calls or walk-ins please.