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**INTERNSHIP VACANCY LISTING**

**Week of December 5, 2016**

**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-395-16** U.S. Rep. Lloyd Doggett (D-Texas) seeks spring **interns** for his Washington office. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). No drop-ins please.

**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-382-16** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for spring semester 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 Zach Rosen at [Zach.Rosen@mail.house.gov](mailto:Zach.Rosen@mail.house.gov). Please include availability in your cover letter.
- 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-377-16** 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-376-16** 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-375-16** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for spring semester 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 Zach Rosen at [Zach.Rosen@mail.house.gov](mailto:Zach.Rosen@mail.house.gov). Please include availability in your cover letter.
- MEM-371-16** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this winter. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. 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](mailto:Garamendi.Internships@mail.house.gov).
- MEM-370-16** Democratic Leadership office is currently accepting **intern** resumes for the upcoming 115th Congress. The spring internship program will begin early December and interns will assist with Member outreach, event planning, legislative work and press services. Interns will also be handling front office duties such as answering phones, distributing mail as well as directing guests to staffers. Qualified applicants must possess a pleasant attitude, great work ethic and have a flexible schedule. Candidates with prior Hill experience, in an education or leadership program are preferred. Please email a cover letter and resume to [Christofer.Horta@mail.house.gov](mailto:Christofer.Horta@mail.house.gov) with your availability. Include "2017 Spring Democratic Leadership Internship" in the



subject line.

- MEM-369-16** Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to [CO01.scheduler@mail.house.gov](mailto:CO01.scheduler@mail.house.gov).
- MEM-368-16** The Washington D.C. office of Congressman Sanford D. Bishop (GA-02) is seeking a full time **press intern** to work with Congressman Bishop's communications team. The press intern will work directly with the Communications Director to carry out responsibilities including, but not limited to, creating graphics, developing press lists, collecting and distributing press clips, drafting releases, and developing social media content. First-hand experience in the congressional office will provide a unique opportunity into the functions of a fast-paced press operations for a senior Democratic member office. It will also offer a unique insight in the legislative and parliamentary procedure, as Congressman Bishop is the Ranking Member of an Appropriations Subcommittee. The ideal applicant will have creative graphic design skills, strong writing skills, a sense of humor, and should be an avid consumer of political media. Applicants should email a cover letter, resume, and one or two writing samples to [Jonathan.Black@mail.house.gov](mailto:Jonathan.Black@mail.house.gov) and [Adilene.Rosales@mail.house.gov](mailto:Adilene.Rosales@mail.house.gov). Please do not hesitate to call Jon or Adi at 202-225-3631 with any questions.
- MEM-366-16** 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 2, 2016. Ties to Pennsylvania's 7th Congressional District are preferred.
- MEM-364-16** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a press **intern** for our Washington, D.C. office for the Winter/ Spring 2017 semester. 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](mailto:Andres.Chovil@mail.house.gov). No calls or walk-ins please.

**MEM-363-16** The D.C. office of Congressman Derek Kilmer, hailing from Washington's 6th district, is looking for personable, diligent full or part-time **interns** to start for the January and spring semester 2017 term. This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. The internship allows access to briefings and interesting events related to a wide range of important issues. Responsibilities include assisting with constituent correspondence, producing daily press clips, and leading tours of the Capitol. This is a unique opportunity and prime for students or recent grads who are interested in learning about the legislative process or may eventually want to work for the federal government. To apply, please send a resume, contact information for two references, and a cover letter outlining your interest in the position to [nwcongressionalinternship@gmail.com](mailto:nwcongressionalinternship@gmail.com), and expect a response within a week. Women, minorities and those with Washington state ties strongly encouraged to apply. We look forward to hearing from you!

**MEM-362-16** The Washington DC office of Congressman Jim Sensenbrenner (R-WI) is seeking motivated, hardworking and good-spirited spring 2016 **interns**. Interns will have the opportunity to work in a fun, yet diligent office during a busy time in Washington. Responsibilities include corresponding with constituents of Wisconsin's Fifth District, leading U.S. Capitol tours, assisting with various press and legislative projects and research, attending Capitol Hill briefings and hearings, answering constituent phone calls, giving and sorting mail and any other tasks of interest/as assigned. Interns can be expected to work in an exciting and quick paced environment. The internship can be flexible to schedules and accommodating of particular policy areas that the intern is passionate or curious about. Candidates of all backgrounds are encouraged to apply. The internship is unpaid. Interested candidates should send a resume and cover letter to [sensenbrennerinterns@gmail.com](mailto:sensenbrennerinterns@gmail.com).

**MEM-360-16** Congressman Jim Langevin (D-RI) is seeking full and part-time **interns** for the spring 2017 semester. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include providing constituent services, attending policy briefings and committee hearings, performing legislative research, and supporting staff members on various projects of interest. Rhode Island ties are preferred but not required.



Qualified candidates are organized and detail-oriented; responsible, willing to learn, able to work cooperatively in a team setting; possess strong oral and written communications skills; and are committed to public service. All internships are unpaid. To apply: send a resume, cover letter, brief writing sample, and dates of availability to [kerry.mckittrick@mail.house.gov](mailto:kerry.mckittrick@mail.house.gov).

**MEM-359-16** The office of Congressman Bill Posey [FL-08] is currently seeking highly motivated and organized applicants for a full-time or part-time unpaid **internship** for the 2017 spring internship program. The internship is scheduled to run from January to May, but the months of the internship may vary depending on the availability or school schedule of the applicant. The internship program is open to college students and recent graduates who are interested in learning more about our country's legislative process and the day-to-day operations of a congressional office. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol and performing various administrative tasks. Florida ties are preferred, but are not required. The deadline to apply is December 10, 2016. If interested, please send a resume to [FloridaConservativeRepublican@gmail.com](mailto:FloridaConservativeRepublican@gmail.com) with "2017 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-357-16** 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 2016 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 Frances Carrion at [NY25.InternApplications@mail.house.gov](mailto:NY25.InternApplications@mail.house.gov). Please do not hesitate to contact Frances at 202-225-3615 with any questions.

**MEM-356-16** The Washington, DC office of Congresswoman Louise M. Slaughter (D-NY) is offering Spring **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 Frances Carrion at [NY25.InternApplications@mail.house.gov](mailto:NY25.InternApplications@mail.house.gov). Please do not hesitate to contact Frances at (202) 225-3615 with any questions.

- MEM-355-16** California Democratic Member is currently accepting resumes for the 2017 Winter/Spring **internship** positions in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. 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 apply at the following link: <https://vargas.house.gov/services/internships/congressional-internship-application>  
No phone calls or drop-ins please.

- MEM-354-16** Ohio Democrat is seeking **interns** 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. 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](mailto:Courtney.hruska@Mail.house.gov) with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

- MEM-353-16** The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time

spring unpaid **internship**. The internship is scheduled to run from January 16 to around May 5, 2017. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The working hours of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to [intern.oh06@gmail.com](mailto:intern.oh06@gmail.com) with "2017 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-349-16** The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for the Spring 2017 semester 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 providing constituent services, 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](mailto:Andrew.ONeill@mail.house.gov) with "2017 Pocan Spring Internship" in the subject line.

**MEM-348-16** The office of Representative Julia Brownley (CA-26) is currently seeking full or part-time press **interns** to work in her Washington, D.C. office. Press interns will gain valuable Capitol Hill and communications experience, furthering their knowledge of the Congressional media landscape and the legislative process. Responsibilities will include, but are not limited to: compiling daily clips, drafting press releases and other written materials, editing and proofreading, maintaining press lists, and assisting with updates to Member's official website and social media platforms. The press intern will also be involved heavily in the redesign of the Congresswoman's website as a long term project. Press interns may also assist with answering phones, addressing constituent concerns, and helping other office staff as needed. The ideal candidate will be resourceful, motivated, creative, detail-oriented, and able to work quickly and efficiently under pressure. Press interns should be able to commit to at least 15 hours a week. Women and minorities are highly encouraged to apply. Interested applicants should send a resume, cover letter, and writing samples (optional) to [ca26pressintern@gmail.com](mailto:ca26pressintern@gmail.com) with the subject line "Press Intern\_ (Your Name)". Strong writing skills are required and familiarity with social and digital platforms is recommended. Graphic design experience is a plus.

- MEM-346-16** 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](mailto:mark.galay@mail.house.gov).
- 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.
- MEM-344-16** The Washington DC office of Congressman Patrick Meehan 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). The deadline to apply is Friday, November 18, 2016. Ties to Pennsylvania's 7th Congressional District are preferred, but not required.
- MEM-343-16** Congressman Dan Kildee's Washington, D.C. office is always seeking motivated and hard-working college students for fall, spring or summer **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 resume and letters of recommendation to Ghada Alkiek at [ghada.alkiek@mail.house.gov](mailto:ghada.alkiek@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](http://www.dankildee.house.gov)

- MEM-342-16** Congressman Gerald Connolly seeks applicants for an **internship** in his Washington D.C. Office for Spring 2017 (January to May/June). Main responsibilities include (but are not limited to) answering the phones, sorting mail, drafting constituent correspondence, arranging tours, conducting legislative research for staff, attending Congressional hearings with staff, and performing other administrative tasks as needed. Applicants should be reliable and detail-oriented, and possess a professional and courteous demeanor, strong verbal and written communication skills, and the ability to multi-task in a fast-paced environment. Ties to the 11th District of Virginia are preferred, but not required. To apply for this internship please send a resume, cover letter, and writing sample to [val11.internship@mail.house.gov](mailto:val11.internship@mail.house.gov).
- MEM-341-16** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** in Washington, DC beginning January 2017. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Responsibilities include but are not limited to: Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary. Full-time and part-time internship positions are available beginning January 2017. Michigan ties are preferred, but not required. To apply, please send a resume and a cover letter to: [Alex.Huang@mail.house.gov](mailto:Alex.Huang@mail.house.gov). Please indicate expected dates and hours available to work in your cover letter.
- MEM-340-16** Congressman Marc Veasey (TX-33) is seeking highly motivated **interns** to join his Washington D.C. office for Spring 2017. Interns will have the chance to gain valuable work experience while experiencing the fast-paced atmosphere of a congressional office. 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. Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail and ability to function in a fast-paced environment. Texas ties are preferred but are not required. Internships are unpaid. However, current students may be eligible for academic credit. To apply, please send cover letter and resume to [Emily.Englander@mail.house.gov](mailto:Emily.Englander@mail.house.gov).
- MEM-339-16** The office of a western Republican House member is looking for an unpaid **intern** for Spring 2017. Candidates should be hardworking, detail-oriented, and professional with strong communication and writing skills. Intern responsibilities will include, but are not limited to, providing general constituent services in the

form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Interested candidates should send their resume, a cover letter, and a brief writing sample to [WesternStateIntern@gmail.com](mailto:WesternStateIntern@gmail.com).

**MEM-338-16** Office of Congressman Brad Wenstrup  
Spring 2017 **Intern**  
Application can be found on the website  
Interested applicants should fill out the form on  
<https://wenstrup.house.gov/forms/form/?ID=3257>, as well as send a cover letter  
and resume to [OH02interns@gmail.com](mailto:OH02interns@gmail.com).