



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of November 27, 2017

MEM-465-17 The office of Congressman Buchanan is seeking full time **interns** for an immediate start.

Job Description

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Being the office of a senior member of the House Ways and Means Committee, interns will have exposure to healthcare, tax, and trade issues. Interns will assist staff with legislative projects, attend briefings and hearings, and assist with maintaining data bases. Interns will also work on a policy proposal under the guidance of staff and will present their policy proposal 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.

Required Skills

- good oral and written communication skills;

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

Application instructions

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

- MEM-464-17** The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming spring semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants 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. Candidates with an interest in issues associated with the Congressman's membership on the House Foreign Affairs Committee or House Budget Committee are encouraged to apply. Please send a resume, cover letter and dates of availability to Perry.Goffner@mail.house.gov with "Name - Internship Application" in the subject line.
- MEM-463-17** The office of Congresswoman Elizabeth H. Esty (CT-05) is currently seeking unpaid **interns** for Spring 2018. Interns will gain valuable exposure to and knowledge of the legislative process, communications, and the United States Congress. Duties include, but are not limited to: drafting constituent correspondence, greeting constituents and answering phones, drafting constituent outreach materials, performing legislative research, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the legislative and communications teams. We are seeking hard-working and detail-oriented college students with outstanding communication and time management skills. Applicants should have an ability to work in a fast-paced environment, have basic computer skills, possess excellent writing skills, and have an enthusiastic attitude. Interns are accepted throughout the year on both a full and part-time (at least 15 hours/week) basis. District ties preferred but not required. To apply for an internship in the DC office, please submit a cover letter, resume, and a brief writing sample (1-2 pages) to Sarah.Wiszniak@mail.house.gov. If you have any questions, please contact Sarah Wiszniak at (202) 225-4476.
- MEM-462-17** The Office of Representative Ro Khanna (CA-17) is seeking qualified candidates to **intern** in the Washington, D.C. office from early January through late April to early May of 2018. Although internships are unpaid, students gain invaluable work experience on Capitol Hill. The hours can be flexible to accommodate students' evening schedules but generally run 9:00 a.m. to 5:30 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Interns are expected to be in the office at least 35 hours per week.

Interns' responsibilities will vary. They will be asked to answer phones, run errands, draft content for the communications team, research legislation for the Member and legislative staff, attend hearings and briefings, 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.

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

To apply to intern in the DC office, please send your resume, a short writing sample, and your dates and times of availability to cal7dcinterns.resumes@mail.house.gov. Due to the high volume of applicants, a response is not guaranteed. Applications will be accepted on a rolling basis.

MEM-461-17 Congressman Ron Estes (KS-04) seeks conservative and diligent **interns** for the spring semester. Duties including helping to draft constituent correspondence, welcoming constituents, leading Capitol tours, assisting with research, and aiding legislative staff. This unpaid internship would last from January to May, and is a challenging and meaningful introduction to the legislative process. To apply, please send a cover letter and resume to KS04DC.InternshipApplication@mail.house.gov.

MEM-460-17 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 – including desired start date, and a 1-2 page writing sample to Lujan.Tours@mail.house.gov.

MEM-459-17 Congressman Sean P. Duffy is looking for Winter/Spring **interns**! We are looking for energetic and driven individuals who are eager to learn. Congressman Duffy represents Wisconsin's 7th Congressional District and serves on the House Financial Services Committee as the Chairman of the House Financial Services

Subcommittee on Housing and Insurance. The internship program is a very hands-on program where our goal is to make you feel like you are a part of the team and not just an intern whose sole responsibility is to answer phones. The main mission of the program is placement. Our hope is that after our interns leave the program they are prepared to step right into a Staff Assistant or maybe even a Legislative Correspondent position on Capitol Hill. If you are a student or recent graduate and think you would benefit from this opportunity please email your resume and cover letter to Wisc.internship@gmail.com. Ties to Wisconsin are not required but preferred.

CORE RESPONSIBILITIES:

- Legislative Research
- Writing constituent correspondence
- Administrative Duties
- Tours of the U.S. Capitol

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Track record of responsibility
- Exemplifies great customer service

MEM-457-17 The Office of Congressman Tim Walz (MN-01) is currently seeking motivated, organized, and reliable full or part time **interns** for the Spring 2018 semester in Washington DC. Intern responsibilities include, but are not limited to, greeting visitors, answering phones, conducting US Capitol tours, sorting incoming mail, drafting letters to constituents, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Ideal candidates will have excellent written and oral communication skills, experience working in a professional setting, ability to work in a fast-paced environment, and enthusiasm for the political process and congressional operations. Minnesota ties are a plus, but not required. Interested applicants should send a résumé, cover letter, and a brief writing sample to Kate Rohr at Kate.Rohr@mail.house.gov with “Spring Internship” in the subject line. Minorities and women are encouraged to apply.

MEM-456-17 Congressman Doug LaMalfa (CA-01) is currently seeking **interns** for the Winter term for his Washington D.C. office. Candidates must be self-starters, detail oriented, have excellent writing and communication skills, and be able to multi-task. The internship involves researching legislative issues, assisting with incoming mail, attending lectures and hearings, giving Capitol tours, working with legislative staff on special projects and assisting with other general office duties. Please note that this is an unpaid internship, if you are seeking college credit our office would be happy to assist in that. California ties a plus, but not necessary. Please email your cover letter and resume to kathleen.devlin@mail.house.gov with Winter Internship in the subject line.

- MEM-455-17** Conservative Midwestern Member of Congress seeking a part/full time **Intern**. Duties include, but aren't limited to, performing administrative tasks, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with writing and research. Preferred start date is January 3, 2017 and end date is negotiable. Interested applicants should submit their resume and a writing sample to IA01resumes@mail.house.gov.
- MEM-454-17** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for Spring 2017. 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. The intern will also 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 Lauren Mcilvaine, Lauren.Mcilvaine@mail.house.gov. No calls or walk-ins please.
- MEM-453-17** 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-452-17** Congressman Michael E. Capuano is looking for **interns** to join his Cambridge, MA team for a full-time/part-time, unpaid internship during spring 2018.

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

This non-paying internship offers young professionals a hands-on opportunity to be involved with the daily working of a United States Representative's office. Responsibilities include researching issues and information, aiding in responding to constituent concerns, various clerical and administrative tasks, and attending occasional meetings. To maximize this experience, interns work directly with

members of the district office staff. Candidates with Massachusetts ties and previous internship and/or work experience are strongly encouraged to apply. Please e-mail a brief writing sample, resume and cover letter to jon.lenicheck@mail.house.gov.

MEM-451-17 West Coast Blue Dog Democrat seeks highly motivated communications **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/photo skills a plus, though not required. Candidates should submit a resume and writing sample to or05.pressintern@gmail.com.

MEM-450-17 The office of Congressman Dave Reichert (WA-08) is currently seeking candidates for full and part-time **internships** in his Washington, D.C. office for the winter and spring sessions, with some positions available immediately. These are unpaid internships; however, opportunities for school credit are available if needed. The internship program is open to college undergraduates, regardless of major. Interns will observe firsthand the inner workings of a Congressional office, while gaining relevant and valuable knowledge of the legislative process. Intern responsibilities include, but are not limited to, conducting legislative research, compiling press clips, assisting with front office operations, helping with constituent relations, and receiving training in order to conduct U.S. Capitol tours. Interns will also have the opportunity to attend legislative briefings and congressional hearings on Capitol Hill.

Ideal candidates will have a strong work ethic and be detailed-oriented and well organized. He/she will also possess strong communication and writing skills, as well as an enthusiasm for the political process and fast-paced congressional operations. Successful candidates will be personable, adaptable, good-humored, and service-oriented. Washington State ties are preferred, but not required.

Congressman Reichert is a senior member of the Ways and Means Committee and Chairman of the 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 wa08internship@gmail.com.

MEM-449-17 Congresswoman Dina Titus (NV-1) 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 the Spring of 2018. 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. Nevada ties

are encouraged but not required. Please send resume and cover letter to Catherine.chrobak@mail.house.gov.

MEM-446-17 The office of Congressman Mario Diaz-Balart (FL-25) is currently seeking applications for our Spring **Internship** Program running from January 2018 through the beginning of May. This position requires greeting guests and constituents, leading Capitol tours, attending hearings, drafting constituent correspondence letters, and assisting in general day to day activities. While unpaid, this position will strengthen your understanding of the legislative process and give you firsthand experience of the operations necessary to run a Congressional office. Qualified candidates will be hard working, organized, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should send a resume, availability and cover letter to Elizabeth.DosSantos@mail.house.gov. Deadline for applications: December 8th, 2017.

MEM-445-17 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 matthew.allen@mail.house.gov.

MEM-444-17 Congressman Matt Cartwright (D-PA) seeks unpaid **interns** for his Washington, D.C. office for the Spring 2018 semester. Intern responsibilities include, but are not limited to, writing constituent letters, attending legislative briefings, assisting staff with research and special projects, and performing administrative duties as needed. Successful candidates will be detail-oriented and responsible, and possess strong written and oral communication skills. Pennsylvania ties are preferred, but not required. Constituents from Pennsylvania's 17th congressional district are especially encouraged to apply.

Prospective candidates should submit their application, resume, and cover letter online at www.cartwright.house.gov/services/internships. No phone calls or drop-ins, please.

MEM-443-17 The House Veterans' Affairs Committee (Majority) is currently accepting applications for full-time **internships** for the Spring 2018 session. Working

closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.

MEM-442-17 A West Coast Blue Dog Democratic office is now accepting **internship** applications for the winter/spring term. Interns have the unique opportunity to gain hands on experience in a Congressional office and to provide assistance to the residents of Oregon's 5th District. Ideal candidates are positive and energetic, have excellent people and organizational skills, and are eager to assist with the legislative and administrative needs of the staff.

Interns will be responsible for assisting the team with phones, mail, tours, flag-requests, and related front office duties. Additional tasks, including drafting correspondence, research projects, and attending hearings may be assigned on a case by case basis.

Applicants should be available to work part-time and least 20 hours per week. Undergraduate and post-graduate students are eligible to apply for internships in Congressman Schrader's Washington D.C. office. This is an excellent opportunity for those looking to enhance their network for post graduate life. Positions are unpaid and serve to provide professional and educational value to participants; but students have the opportunity to gain academic credit. Oregon ties are preferred. If interested, please contact our office at adrian.ballinger@mail.house.gov with "Winter/Spring Internship" in the subject line. Please include cover letter, resume and a writing sample.

MEM-441-17 The *Democratic Staff* of the *House Energy and Commerce Committee* seeks qualified graduate and undergraduate **interns** for the Winter/Spring 2018 program. An internship with the House Energy and Commerce Committee Democratic staff is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

The ideal candidate is an organized and committed student or recent graduate who is eager to join a fast-paced environment and build upon their knowledge of how Congress works—particularly the role of congressional committees in the

federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

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, minority, and veteran candidates are highly encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov, with “Winter/Spring 2018 Democratic Staff Internship” in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-440-17 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Spring 2018 **internship** program in Washington, DC. Intern responsibilities include attending briefings and writing memos for legislative staff, drafting constituent correspondence, assisting the Communications Director, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, an enthusiasm for learning, strong writing skills, and an ability to work in a fast-paced environment. Ties to Maryland are strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability (Monday-Friday, etc.) with the subject line “Spring 2018 Internship” to Lucy Shaw at lucy.shaw@mail.house.gov.

MEM-439-17 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 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, attention to detail, strong writing abilities, and thrive in fast-paced environments.

Interested applicants should send a resume with references and two 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 a strong plus.

MEM-438-17 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 3 month internship positions are available beginning *December 1st, 2017*. CA-31 and/or California ties are preferred but not required. Internships are unpaid, however current students may be eligible for academic credit. To apply, please send cover letter and resume to Stephanie.Palencia@mail.house.gov.

MEM-437-17 U.S. Rep. Lloyd Doggett (D-Texas) is seeking **interns** for his Washington office in the spring. Spanish skills and Texas connection a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Spring DC Internship Application. No drop-ins please.

MEM-436-17 The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time unpaid **internship** for a start date beginning the second week in January and ending the second week in May, with flexible start and end dates.

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 months 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 with "2018 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

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-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-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.