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**INTERNSHIP VACANCY LISTING**

**Week of March 30, 2020**

**MEM-130-20** “The office of Congresswoman Susie Lee is seeking summer **interns** for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, giving Capitol tours, greeting constituents, assisting legislative staff with research, and other tasks as assigned.

Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Summer Intern” in the subject line. No phone calls or walk-ins please.”

**MEM-128-20** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Summer 2020. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. The Government Operation's intern becomes the fourth member of a close team and has the opportunity to work both with the full Committee and with Chairman Connolly's personal office.

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

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

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [Wendy.Ginsberg@mail.house.gov](mailto:Wendy.Ginsberg@mail.house.gov) with "Summer 2020 Internship Application" in the subject line. No phone calls or drop-ins please.

**MEM-127-20** Congressman Dan Meuser (PA-09) seeks applicants for full-time and part time paid **internships** for the Summer 2020 session in his Washington, D.C office. Interns will assist with legislative and administrative tasks by conducting research, attending briefings, answering phones, leading tours, drafting letters, among other tasks. Pennsylvania ties are preferred but not required.

Interested candidates should send a cover letter and resume to [PA09Jobs@mail.house.gov](mailto:PA09Jobs@mail.house.gov). Please no drop-ins or phone calls.

**MEM-125-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position in the summer.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as

compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the digital press secretary. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-124-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position in the summer. The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment.

Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the press secretary and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-123-20** The Office of Congressman Brad Schneider (IL-10) seeks a creative and highly motivated press **intern** to assist a fast-paced communications team in the Summer 2020 semester.

Primary responsibilities will include: compiling press clippings, creating and updating press lists, drafting social media content, and other writing projects. Candidates should have strong written and verbal communication skills, high attention to detail, and the ability to work under tight deadlines. Previous internship experience and Illinois ties are a plus. This is a paid position.

Please send a resume, a cover letter, two short writing samples, and availability to [Jade.Means@mail.house.gov](mailto:Jade.Means@mail.house.gov). Please apply by April 10th.

**MEM-119-20** The Washington office of Congresswoman Val Demings seeks an **intern** for Spring 2020. Individual responsibilities will vary, but all interns will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues.

Internship hours are flexible, 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. Interns will receive a stipend.

To apply, please send a resume, cover letter with days of availability, including

your preferred start and end dates, and a one-page writing sample to [FL10.Internships@mail.house.gov](mailto:FL10.Internships@mail.house.gov). Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

**MEM-118-20** The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**. The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

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

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [OversightJobs@mail.house.gov](mailto:OversightJobs@mail.house.gov) with “Internship Application” in the subject line. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-117-20** The office of Congressman Mike Thompson (CA-05) is currently seeking applications for our **internship** program beginning immediately and running through June. Mike Thompson represents California's 5th Congressional District. The district includes all of Napa and parts of Contra Costa, Lake, Solano and Sonoma Counties.

Duties include greeting guests and constituents, answering phones, leading tours of the Capitol, attending briefings, performing legislative research, drafting constituent correspondence letters and other various tasks to assist staff.

This opportunity will enable you to strengthen your understanding of the legislative process and will give you a front row seat to all that takes place in the United States Congress. Successful candidates have a professional demeanor, are

hardworking, possess strong writing skills and a strong attention to detail. CA or district ties are preferable, but not required.

Interested candidates should send a resume, cover letter and a short writing sample to [katie.clements@mail.house.gov](mailto:katie.clements@mail.house.gov) with 'Team Thompson Internship' in the subject line.

**MEM-115-20** Congressman Ralph Norman (SC-05) has IMMEDIATE openings for full and part-time congressional **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals. Applicants must be motivated, professional, dependable and hold strong written and verbal communication skills.

Responsibilities include, but are not limited to, answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings, assisting the legislative staff, and participating in a legislative project for your portfolio. A good sense of humor is a plus. Please e-mail a resume to [Kimberly.Hammond@mail.house.gov](mailto:Kimberly.Hammond@mail.house.gov)

South Carolina ties are a plus but are not required.

**MEM-114-20** The Office of Congressman Lloyd Smucker (PA-11) is seeking highly motivated and professional interns to work in his Washington D.C. office. Full-time internship hours are 9:00 am – 6:00 pm, and part-time internships are based in availability.

Interns are expected to manage administrative and legislative assignments including but not limited to: answering phone and mail correspondence, provide various constituent services, execute front office responsibilities, give tours of the U.S Capitol, and conduct legislative research.

Qualified candidates will possess familiarity with the American political system and Capitol Hill, interest in current events and news, as well as demonstrate strong communications skills and work ethic. Must have an enthusiastic “can do” attitude as customer service is a very important cornerstone to this role. Pennsylvania ties are preferred but not required.

Our office is currently offering internships for the Summer 2020 session. Please email your resume and cover letter to [Benjamin.weiner@mail.house.gov](mailto:Benjamin.weiner@mail.house.gov) with “Summer 2020 Internship” in the subject line.

**MEM-111-20** The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Summer 2020. This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to

work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.

Intern responsibilities include:

- \* Social media content development
- \* Event photography
- \* Compiling press clips
- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases
- \* Answering phones

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to [GwenMoorePress.Moore@mail.house.gov](mailto:GwenMoorePress.Moore@mail.house.gov) with “Summer 2020 Press Internship” in the subject line. We also recommend, but do not require, applicants submit 1-3 sample graphics.

**MEM-110-20** The office of Congresswoman Kendra S. Horn (OK-05) is seeking full-time and part-time Summer 2020 **Interns** for our Washington, D.C. office. The internship will run from May to August. We are looking for highly motivated, personable, and professional interns.

Responsibilities include answering the phones, leading tours of the Capitol, managing the front office, attending briefings, and supporting staff as needed. Our interns are provided with first hand experiences and gain invaluable insight into the legislative process while working in a fast-paced, community-oriented office.

Preferred candidates are current students or recent graduates who are detail-oriented, have a strong work ethic, good writing skills, and can work collaboratively as part of a team. Oklahoma ties are strongly preferred, but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please send a resume, cover letter, two writing samples (1-2 pages), three professional references, and your availability with the subject line “Spring Internship Application” to [OK05.DCinternship@mail.house.gov](mailto:OK05.DCinternship@mail.house.gov). The deadline to apply is April 15, 2020.

Please note whether you are applying for outside funding and the deadlines that need to be met. No phone calls or drop-ins, please.

**MEM-108-20** The Office of Congresswoman Gwen Moore (WI-04) is seeking a highly motivated full-time **intern** for Summer 2020. This is a paid internship.

Qualified candidates will be dependable team players, capable of excelling in a fast-paced office, and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues. This position's responsibilities include serving as a primary contact with constituents, greeting visitors, providing Capitol Tours, and assisting with projects assigned from other staff members. These projects often include assisting with data entry or drafting correspondence.

Interns will have the opportunity to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the ability to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to [maryah.thompson@mail.house.gov](mailto:maryah.thompson@mail.house.gov) with "Summer 2020 Internship" in the subject line.

**MEM-107-20** Seeking paid full-time and part-time **interns** in Rep. Drew Ferguson's (GA-03) Washington, D.C. congressional office to start immediately. Intern responsibilities will vary. They will be asked to answer phones, run errands, 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. Generally, the office hours run from 8:30 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." Applicants may send resumes to [robert.redding@mail.house.gov](mailto:robert.redding@mail.house.gov)

**MEM-104-20** The Washington, D.C. office of Congressman Mike Johnson (LA-04) is seeking candidates for full-time and part-time **internships** for Spring 2020. Interns will have the opportunity to observe the inner-workings of a Congressional office while acquiring specific knowledge about the legislative process.

Responsibilities include leading Capitol tours, assisting staff with legislative projects, attending briefings and hearings, answering phones, and working on special projects. Louisiana ties are preferred but are not required.

In order to apply, please visit our website:  
<https://mikejohnson.house.gov/services/internships>

**MEM-101-20** The Democratic Majority of the Committee on Rules is seeking a full-time press **intern** for the summer (May-August). Opportunities will include compiling daily press clips, working collaboratively to generate creative and engaging content for digital platforms, and assisting communications staff with the creation of additional materials as needed.



Ideal candidate is a politically savvy, detail-oriented, and creative self-starter who is familiar with graphic and/or video design, with an interest in learning about House procedure. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and diverse candidates, those with untraditional backgrounds, women, and LGBTQ persons are strongly encouraged to apply.

Applicants should send both a resume and brief cover letter with the subject line: Press Intern Summer 2020 – Last Name, First Name explaining why you want to join, in particular, the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-100-20** The Democratic Staff of the Committee on Rules is seeking full-time, energetic **interns** for the summer (May – August). Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks.

Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: Legislative Intern Summer 2020 – Last Name, First Name explaining why you want to join the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-099-20** The House Veterans' Affairs Committee (Minority) is currently accepting applications for a full-time legislative **intern** for the spring-summer 2020 session. Working closely with Committee staff, legislative 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. Previous Hill experience is preferred but not required. Note that Committee internships are unpaid positions.

Please send a cover letter, resume, and short writing sample to:

[var.internship@mail.house.gov](mailto:var.internship@mail.house.gov).

No phone calls or walk-ins please.

**MEM-098-20** The House Veterans' Affairs Committee (Minority) is currently accepting applications for a full-time press **internship** for the spring 2020 session. Working closely with Committee communications staff, the press intern will have the opportunity to gain first-hand knowledge of a Committee-wide communications strategy, the legislative process, and the inner-workings of a congressional Committee. The press intern will be working in a fast-paced front office, answering phones, and greeting visitors.

Responsibilities also include assisting communications staff with hearings/markups, day to day administrative operations, compiling press clips, taking photos, updating press lists, legislative research projects, and various other tasks as assigned.

Ideal candidates must have a genuine interest in communications and issues affecting veterans, while also possessing an energetic, team player attitude. Previous Hill experience is preferred but not required. Note that Committee internships are unpaid positions.

Please send a cover letter, resume, and short writing sample to:

[var.internship@mail.house.gov](mailto:var.internship@mail.house.gov).

No phone calls or walk-ins please.

**MEM-097-20** The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a press **fellow** to assist with an aggressive and fast-paced communications operation for Summer 2020. This is not a traditional Hill internship - applicants must have strong writing, editing, and digital communication skills.

Ideal candidates are recent graduates or graduate students with prior experience working on the Hill, creating content, and writing under tight deadlines. Fellowship is paid and highly competitive. It traditionally runs from mid-May/early-June through the end of August. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

Primary Duties:

- Writing press releases
- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Maintaining website
- Designing graphics, video editing
- Compiling daily press clips
- Managing press lists
- Providing research for op-eds and press releases

Please email a resume, cover letter, short writing sample, and 3 digital samples to [ny18pressfellowship@gmail.com](mailto:ny18pressfellowship@gmail.com) with “SUMMER 2020 PRESS FELLOWSHIP” in the subject line.

**MEM-096-20** The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a press **intern** for the DC office this summer. Qualified applicants have very strong writing and communication skills, experience with video editing and content creation, a strong sense of professionalism and a solid work ethic. Spanish speaking candidates with Texas ties are strongly encouraged to apply.

Responsibilities include but are not limited to: working closely with staff to draft social media content on a variety of issues and social media platforms, tracking media coverage, executing daily press clips, and editing the weekly video shoot.

The position is available beginning in April 2020. To apply, send a resume and cover letter to [robert.julien@mail.house.gov](mailto:robert.julien@mail.house.gov) and CC [zachary.conti@mail.house.gov](mailto:zachary.conti@mail.house.gov) with the subject “Summer Press Internship Application.” In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

**MEM-095-20** The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a motivated, detail-oriented, and energetic individual for a legislative **internship** position this summer in Washington, DC. This internship will be an invaluable opportunity to gain hands-on office experience while learning about the legislative process.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply.

Responsibilities include but are not limited to: drafting constituent correspondence on a variety of issues, leading Capitol tours, assisting legislative staff with research, answering and screening telephone calls, managing the front office, participating in hearing preparation, tracking media coverage, and other duties as necessary.

The position is available beginning in late April or early May 2020. To apply, send a resume and cover letter to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with the subject "Summer Internship Application." In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

**MEM-092-20** Congressman Conor Lamb (PA-17) has Summer 2020 openings for full and part-time congressional **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in May, and a preference for those who can stay at least three months. Pennsylvania ties are a plus but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, 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 Pennsylvania ties are strongly encouraged to apply.

Please e-mail a resume and cover letter including desired start date and availability to [lamb.tours@mail.house.gov](mailto:lamb.tours@mail.house.gov)

**MEM-091-20** Congressman Steve Watkins (R-KS) is seeking a paid **intern** to start immediately in his Capitol Hill office. The internship dates and schedule are flexible to accommodate classes. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services. If interested, you will also be able to assist with regular press/communications duties.

Interested candidates should e-mail their resume to [Dylan.Jones@mail.house.gov](mailto:Dylan.Jones@mail.house.gov). Please specify what your internship schedule may look like, including preferred start/end dates.

**MEM-090-20** The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov). Please, also, include two short, relevant writing samples in your application materials. Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.

**MEM-089-20** Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks a paid press **intern** for her Washington DC office.

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

Qualified candidates should be motivated, detail-oriented, a team player, and possess strong oral and written communication skills. Virginia ties are a plus. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please email a single PDF including your cover letter listing your availability, resume and a 1-2 page writing sample to [VA02DC.Interns@mail.house.gov](mailto:VA02DC.Interns@mail.house.gov) with “Your Name: VA-02 Summer Press Internship” in the subject line.

Please no drop-ins or phone calls.

**MEM-088-20** Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks paid **interns** for her Washington DC office. Responsibilities may include answering phones, leading Capitol tours, up-keeping constituent mail and correspondence, preparing memoranda, attending briefings and hearings, and assisting staff with legislative projects.

Qualified candidates should be motivated, detail-oriented, a team player, outgoing, and possess strong oral and written communication skills. Virginia ties are a plus but not required. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please email a single PDF including your cover letter listing your availability, resume and 1-2 page writing sample to [VA02DC.Interns@mail.house.gov](mailto:VA02DC.Interns@mail.house.gov) with “Your Name: VA-02 Summer Internship” in the subject line.

Please no drop-ins or phone calls.

**MEM-081-20** The Committee on Education and Labor, Majority is seeking to fill an immediate vacancy for a paid undergraduate **internship**. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to: legislative research and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips.

Applicants should be able to start immediately and commit through May. Interested applicants should email their cover letter, resume and internship applicant information form to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov) and put ‘Spring 2020 Undergraduate’ in the subject line of the email. Please visit our website at <https://edlabor.house.gov/about/internships> for more information. Interviews will be scheduled on a rolling basis.

The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. “Bobby” Scott (D-VA) serves as Chairman.

**MEM-080-20** The Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade is seeking full-time and part-time **interns** based in Washington, D.C. Interns will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The terms of the Internship will be from April to June 2020 and June to August 2020. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to, answering phones, attending hearings and briefings, providing administrative and research support to staff, and assisting with subcommittee hearings and events, among other office and research tasks. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line “Late Spring 2020 Internship Application” or “Summer 2020 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. Late spring candidates should apply immediately and summer candidates can submit application by March 31st.

No calls or drop-ins.

**MEM-070-20** The Office of Congresswoman Linda T. Sánchez is currently accepting applications for a full-time legislative **internship**. The internship is paid and offers metro reimbursement.

Ideal candidates should 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 in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with “CA-38 Summer Internship” in the subject line.

The application deadline is Friday, April 17th.

**MEM-069-20** The Office of Congresswoman Linda Sánchez is seeking a highly motivated, proactive Summer Press **Intern** with strong writing and organizational skills. The internship is paid and offers metro reimbursement.

Duties include assisting the Chief of Staff and Press Secretary with day-to-day operations – including but not limited to: creating daily social media and video content, tracking press clips and traffic on social media, and drafting press releases, op-eds, newsletters and video scripts.

Responsibilities may include creating, drafting and posting content on all platforms and growing the Congresswoman's e-newsletter program and updating the website. Ideal candidates are politically savvy, detail-oriented and creative self-starters familiar with social media and digital trends.

Interested applicants should send a resume, cover letter with their availability, and three digital or writing samples in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with "CA-38 Summer Press Internship" in the subject line. The application deadline is Friday, April 17th.

**MEM-065-20** The Office of Congresswoman Linda T. Sánchez is currently accepting applications for a full-time paid **internship**. Ideal candidates should 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 in a single PDF to [DCInternship.CA38@mail.house.gov](mailto:DCInternship.CA38@mail.house.gov) with "CA-38 Summer Internship" in the subject line.

The application deadline is Friday, April 17th, 2020.