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INTERNSHIP VACANCY LISTING

Week of July 16, 2018

MEM-217-18 The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in August until the end of December. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line "D.C Fall 2018 Internship" to fl.demresume@gmail.com. Florida ties are a plus but are not required.

MEM-216-18 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 fall session, with positions available starting mid-August. 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 detail-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-215-18 The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking both full and part time legislative **interns** for fall 2018. Start date in mid-August/Early September and applicants must be a college sophomore or higher.

Typical tasks include answering phones, drafting letters, attending briefings and writing memos, guiding Capitol Tours, batching constituent mail, and assisting staff with various special projects. Successful interns must be professional, self-motivated, eager to learn, work well under pressure, and detail-orientated. An interest in politics and a positive attitude is a must. New York ties are preferred but not required.

This internship is unpaid but provides invaluable professional experience, daily interaction with Capitol Hill staff and officials, and the opportunity to be at the center of American politics. Optional academic credit is also available.

Applicants should e-mail a cover letter and resume to nyinterns18@gmail.com with the subject line "FALL INTERNSHIP APPLICATION" by August 17th.

MEM-214-18 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** 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.

Responsibilities include but are not limited to:

Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol 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 August 27th, 2018. To apply, please send a resume and a cover letter to Ryan.Casman@mail.house.gov with the phrase “Internship Application” in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-213-18 Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee, seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, D.C. office. 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 have strong communication skill and an interest in the legislative process. Colorado ties are preferred but not required. Interested applicants should send a cover letter and resume to DeGette.Internships@mail.house.gov.

MEM-212-18 The Office of Congressman Paul Cook (CA-District 8), is seeking an **Intern** to begin August 2018. This opportunity will provide college level students, or recent graduates, hands-on work with legislation regarding foreign policy, international relations, military affairs, and defense policy in a Republican office. Interns will learn about the intricacies of the legislative process and how the House of Representatives operates.

Responsibilities:

- Explore policy ideas and perform research projects
- Attend Congressional Hearings
- Assist staff with legislative research
- Answer telephones
- Lead constituent tours
- Other tasks as needed

Qualifications:

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

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

MEM-211-18

U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON HOMELAND SECURITY – Democratic Staff
POSITION DESCRIPTION

JOB TITLE:
Fall 2018 **Intern**

SUMMARY:

Interns are responsible for providing Senior and Professional Staff with policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Performs legislative and policy research.
- Assists with the coordination and production of hearings and bill markups by:
 - Researching background on witnesses and hearing topics.
 - Finalizing documents for Members and Committee Staff.
 - Delivering said documents to Members of the Committee.
- Oversees physical and digital Correspondence to and from the Committee.
- Conducts clerical work for the Office Manager and staff by:
 - Answering Phones
 - General office tidiness and maintenance
- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities.

QUALIFICATIONS:

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

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

MEM-210-18

Congressman Michael E. Capuano is looking for **interns** to join his Washington, D.C. team for a full-time, unpaid internship during the fall, for a duration of three months or longer. Ideals candidates will be able to start early or mid-August.

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/work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to MA07.intern4@mail.house.gov.

MEM-311-18 Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.

Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.

This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a resume and cover letter to CA34.internship@mail.house.gov with "Internship Application" in the subject line.

MEM-310-18 Congressman Bill Posey (FL-08) is currently seeking highly motivated and organized applicants for a part-time or full-time unpaid **internship** starting in Mid-August. Candidates should possess interest in the legislative process, excellent communication skills, attention to detail, and a positive attitude. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, constituent correspondence, legislative research, and performing various administrative tasks. Florida ties are preferred, but are not required. If interested, please send a resume to FL.Conservative@mail.house.gov.

MEM-309-18 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-308-18 Congressman Fred Upton is currently seeking **interns** for the Fall 2018 semester. Fred represents Michigan’s 6th Congressional district in Southwest Michigan and is a moderate Republican currently serving as Chair of the Subcommittee on Energy. This position would be paid and the office is willing to work with flexible hours. Typical duties for interns include taking constituent concerns, giving tours of the U.S. Capitol, and assisting legislative and press staffers with researching different policy issues. We hope you will consider applying. Please send a resume and any questions to Ingrid at Ingrid.johnson@mail.house.gov, or call our DC office at (202) 225-3761.

MEM-307-18 The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks highly motivated full or part-time **interns** for Fall 2018, available to start in September. Internship will last into December. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Internships are unpaid, but arrangements may be made to earn academic credit. Interns will also participate in professional development activities within the office.

Please send a resume, cover letter, three professional references and a brief writing sample to OR04.InternCoordinator@mail.house.gov with the subject “Fall 2018 Internship”. Applicants with part time schedules should include what days/times they are available during the week. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

MEM-305-18 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **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 submit a form on our website at: <https://pocan.house.gov/services/internships/congressional-internship-application> or send a resume, cover letter, and a brief writing sample to Sydney.Scott@mail.house.gov with “2018 Pocan Fall Internship” in the subject line. Applications will be accepted on a rolling basis no later than August 10th.

MEM-304-18 The Office of Congressman David Price is currently accepting applications for our Fall **internship** program running from August 2018 through the middle of December. This position requires greeting guests and constituents, answering phone calls, leading Capitol tours, attending hearings, drafting constituent correspondence letters, writing legislative memos, and assisting in general day to day activities. While unpaid, this position ensures a wonderful work environment and will strengthen your understanding of Congress and Washington. The internship program is open to college undergraduates, regardless of major. Qualified candidates will be hard working, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should submit their application here: <https://price.house.gov/kids-students/internships>. Should you have any questions, please reach out to our office via email at nc04.intern@mail.house.gov.

MEM-303-18 The Office of Congresswoman Tulsi Gabbard (HI-02) seeks a **Press Intern** for the fall of 2018 in the Washington, DC office. Primary responsibilities will include: compiling and distributing daily news clips, media monitoring, drafting graphics, social media content, press releases, and floor speeches. Candidates must have strong written and verbal communication skills as well as the ability to work under tight deadlines. Hawaii ties are preferred, but not required. Please send a resume, brief cover letter, two short writing samples, and availability to Lauren.McIlvaine@mail.house.gov with the subject line “Press Intern” by July 31st.

MEM-302-18 The Office of Congresswoman Gwen Moore (WI-04) is seeking a **press intern** to assist with a fast-paced communications operation for Fall 2018. 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 candidate 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, a 1-3 page writing sample and dates of availability to GwenMoorePress.Moore@mail.house.gov with “Press Internship” in the subject field.

MEM-301-18 The Office of Representative Ro Khanna (CA-17) is seeking qualified candidates to **intern** full-time in the Washington, D.C. office from mid-August through mid-December of 2018. Although all internships in all offices are unpaid, students gain invaluable work experience. 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.

In Washington, DC, interns' 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.

To apply to intern in the DC office, please send your resume, a short writing sample, and your availability to cal7dcinterns.resumes@mail.house.gov. Due to the high volume of applicants, a response is not guaranteed.

MEM-300-18 Ohio Democrat is seeking **interns** for the fall semester of 2018. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Qualifications: Interns must have a pleasant attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail.

9th District Ohio ties a plus!

Please email Courtney.hruska@Mail.house.gov with cover letter and

resume. Availability must be in cover letter. All components must be submitted for consideration.

MEM-208-18 The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergraduate and recent graduate student legislative **interns** for the Fall 2018 program (August/September through December).

An internship with the Energy and Commerce Democrats 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.

Ideal candidates are organized and committed students (and/or recent graduates) eager to join a fast-paced environment and build upon their knowledge of how Congress works. 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. Although internships are unpaid, applicants may request the Committee's assistance in receiving credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) to InternshipResume.EC@mail.house.gov. In the subject line, please indicate the program session for which you are applying (e.g. [Fall 2018] Legislative Intern Application):

In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-207-18 The Office of Congressman Al Lawson (FL-05), is seeking full – or part – time **interns** for the Fall semester 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 malikha.daniels@mail.house.gov.

MEM-206-18 The Office of Congressman Steve Pearce (NM-02) is accepting applications for full or part-time **interns** in the Washington, D.C. office. We are seeking responsible individuals who possess excellent written and verbal communication skills and a strong work ethic. Interns assist with research, mail processing, data entry, reception duties, tours, and other office tasks. Internships are unpaid, but we are happy to work with students to receive college credit.

Interested applicants should send their resume, cover letter, and availability to NM02.Internship@mail.house.gov.

MEM-205-18 Congressman Erik Paulsen's office is currently accepting applications for unpaid **internships** in the District office in Eden Prairie, MN and in Washington, D.C.

A Congressional internship offers applicants an exciting opportunity to support staff while learning about the daily operations of the Legislative branch. Interns will assist the staff with constituent services, communications, administrative tasks, and legislative research. Congressman Paulsen's Internship Program is designed primarily for the educational benefit of the participant. Interns working in the District Office have the opportunity to contribute to the office's interaction with the surrounding community through constituent services, local events, and community meetings. Interns in the Washington, D.C. Office will gain insight into the federal government and the legislative process by working closely with staff and attending hearings and briefings. Candidates should have a strong work ethic, be highly organized and motivated, and possess a positive attitude.

This internship is unpaid. College credit, if applicable, will be provided. MN ties preferred but not required. Qualified applicants should send their cover letter and resume to [Joe Dillon at Joe.Dillon@mail.house.gov](mailto:Joe.Dillon@mail.house.gov).

MEM-203-18 Congresswoman Debbie Lesko (AZ-08) is currently seeking **interns** for the Fall 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. Arizona ties a plus. Please email your cover letter and resume to john.zwaanstra1@mail.house.gov with "Fall Intern" in the subject line.

MEM-202-18 The Office of Congressman Donald Norcross (NJ-01) is seeking qualified **interns** for our D.C. office for Fall 2018. Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues and assisting with staff-led projects. In addition, interns lead Capitol tours, run errands and complete various administrative tasks as needed. Interns will also have the opportunity to attend special events, such as committee hearings, briefings and seminars. Internships run throughout the fall, spring or summer semesters for college students. Although this internship is unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 5:00 p.m.

Prospective applications should be highly motivated self-starters, eager to learn about Capitol Hill and the mechanisms of the United States Congress. We are looking for individuals with an excellent work ethic, ability to multitask and most importantly, a willingness to learn. They must demonstrate an ability to produce polished work, to maintain professionalism in a work environment an interest in the legislative process, strong communication skills, and experience using Microsoft Office

Please submit a resume, cover letter and writing sample via email to: beth.stanley@mail.house.gov with "DC Internship" in the subject line.

MEM-201-18 The Office of Congressman Kurt Schrader (D-OR) Fall **Internship**

The responsibilities of a congressional intern primarily focus on helping the Congressman communicate with his 700,000-plus constituents by phone, letter, and email; leading visiting constituents on tours of the historic US Capitol building; as well as taking on any other assignments given by staffers based on the interests/abilities of the individual intern. The position requires patience, intellect, and exceptional people skills.

The Congressional internship is unpaid and does not receive monetary compensation. The compensation offered is optional academic credit.

Congressman Kurt Schrader is a Democratic Representative elected to the US House of Representatives in 2008. The Congressman is a veterinarian and farmer who lives owns a farm in Canby, Oregon. Congressman Schrader currently serves as a member of the House Committee on Energy and Commerce (E&C), which oversees a wide portfolio of issues ranging from health care to the environment. In addition to his Washington, DC office staff, who deal principally with legislative issues, the Congressman has two additional offices and staffs in Salem and Oregon City, Oregon, who handle the fifth district's casework.

Candidates should possess excellent communication skills both verbal and written, an understanding of the functions of the United States Congress, and have a familiarity with the fifth congressional district of Oregon.

Start date: September 1 (Flexible)

End Date: December 18 (Flexible)

If you are interested, please email a resume, cover letter, and writing sample to adrian.ballinger@mail.house.gov.

- MEM-200-18** The office of Congressman Jim Costa (D-CA) is currently seeking an unpaid **Intern** for the Fall Semester. This is an excellent opportunity for college students or recent graduates who want Hill experience. Interns will be expected to assist legislative staff, while also performing administrative tasks such as answering phones, sorting mail, etc. Individuals who are motivated, dependable, and have good communication skills are encouraged to apply. Potential schedules may be determined upon interview, but a minimum commitment of 32 hours per week is requested. Qualified candidates must be friendly, organized, and responsible, possess the ability to multi-task and a good sense of humor is always a plus. California ties are preferred but not required. Please send your resume, cover letter, a writing sample (no more than 3 pages), and your dates of availability to californiamoderate@gmail.com.
- MEM-199-18** The Office of Congresswoman Elise Stefanik (NY-21) is currently seeking full or part-time **interns** for her Washington, D.C. office for the Fall of 2018. Applicants should possess strong written and verbal communication skills. Interns will get to work in a fast-paced environment and learn how a Congressional office operates. Responsibilities include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, leading Capitol tours, assisting with constituent relations, and managing the front office. The internship gives students the opportunity to interact directly with the inner workings of Capitol Hill and the legislative process. Internships are unpaid, and New York ties are preferred. Please send your resume and cover letter to patty-jane.geller@mail.house.gov with "Internship Application" in the subject line.
- MEM-198-18** The office of Congressman Bruce Westerman (AR-04) seeks motivated and amiable applicants for his Washington, DC office. **Interns** in the DC office will help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns will also assist with answering phone calls, providing tours of the Capitol, and organizing the mail that the office receives. Applicants may be college students or recent graduates, and class credit can be offered. Arkansas ties are preferred, but not required. Please send resume and availability to madeline.bryant@mail.house.gov.
- MEM-197-18** The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for Fall 2018 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 submit a form on our website at:

<https://pocan.house.gov/services/internships/congressional-internship-application>

or send a resume, cover letter, and a brief writing sample to

Sydney.Scott@mail.house.gov with “2017 Pocan Fall Internship” in the subject line.

MEM-196-18 The office of Congressman Ron DeSantis (FL-06) is currently accepting applications for full-time and part-time **interns** for Fall 2018. Interns will have the opportunity to gain first-hand legislative experience working for a congressional office. Interns will work closely with staff to draft letters and press releases, give Capitol tours to constituents, answer phones, produce legislative projects, and attend briefings and hearings.

Ideal candidates possess a strong work ethic, a positive attitude, and excellent written and oral communication skills, as well as an interest in politics and the legislative process. Florida applicants are preferred but not required.

To apply, please send a resume, cover letter, and brief writing sample to FL06.Internships@mail.house.gov.

MEM-195-18 The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Fall 2018 semester in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line “Fall 2018 Internship” to Nick Vargish at nick.vargish@mail.house.gov.

MEM-194-18 Congressman Doug LaMalfa (CA-01) is currently seeking **interns** for the Fall 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. Please email your cover letter and resume to paige.boogaard@mail.house.gov with “Fall Intern” in the subject line.

MEM-192-18 The Washington D.C. office of Congressman Jim Renacci (OH-16) is now accepting applications for Fall **internships**. Full and part-time internships are available. Start/ stop dates are flexible. Basic intern responsibilities include greeting visitors, answering phones, sorting mail, legislative research, assisting staff on various projects, and conducting tours of the Capitol Building. Interns will have the opportunity to attend briefings and hearings of interest as well as see firsthand how a congressional office operates. Candidates must be motivated, flexible, confident, and able to work well independently in a fast paced environment. Ohio ties are preferred but not required. College students and recent graduates considered. Internships are unpaid but course credit is available. Intern housing information is available upon request. Qualified candidates should send a cover letter and resume to Ben.Margolin@mail.house.gov.

MEM-191-18 Congressman Charlie Crist (FL-13) is seeking unpaid **interns** for Fall 2018 in Washington, D.C. Interns will assist the legislative and administrative staff with attending briefings, answering phones, coordinate and conduct tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Internships are open to undergraduate students and college graduates. Florida ties are encouraged but not required. No phone calls or drop ins. To apply, please email a cover letter, resume and 1-2 page writing sample as a single PDF by July 13th, 2018 to FL13.Internships@mail.house.gov.

MEM-190-18 U.S. Rep. Bill Pascrell, Jr. (D-NJ), member of the Ways and Means Committee, seeks fall **interns** for his Washington, DC office. This internship term runs from September through mid-December. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. This internship is unpaid. Ties to New Jersey are strongly preferred, but not necessary.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee and as the Ranking Member on the Ways and Means Subcommittee on Trade. He holds a leadership position on the Democratic Steering and Policy Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses. Interested applicants should send a resume and cover letter to Christopher Hadad (Christopher.Hadad@mail.house.gov).

All applications are due by July 27th, 2018.

MEM-189-18 The office of Congresswoman Martha McSally is seeking fall **interns** for the Washington, D.C. office. Responsibilities include, but are not limited to, conducting Capitol tours, corresponding with constituents, researching legislative issues, attending committee hearings, and assisting the Member and staff with data management.

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

MEM-188-18 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** for the *Fall of 2018*. 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 resume, cover letter and dates of availability to Robert.Clark@mail.house.gov with “Fall 2018 Internship” in the subject line.

MEM-187-18 The Washington, D.C. office of Congressman Dwight Evans (PA-02) is seeking highly motivated **interns** for the fall semester. Strong written and verbal communication skills required. Must be dependable and a team player. Duties include conducting research for legislative staff, leading Capitol tours, answering constituent phone calls and inquiries, attending congressional briefings and hearings, and compiling press clips. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Philadelphia or Pennsylvania ties strongly preferred but not required. This is an unpaid internship, but we are happy to work with college students to receive academic credit. Interested candidates should send a resume, cover letter, and availability to Chandler.Mason@mail.house.gov with the subject line “Fall 2018 Internship.”

MEM-184-18 The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming fall 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. Please send a resume, cover letter and dates of availability to MaryBeth.Hervig@mail.house.gov with “Name - Internship Application” in the subject line.

MEM-183-18 The Office of Congressman Daniel Lipinski (IL-03) is currently seeking both full and part time spring **interns** for the fall semester in the Washington D.C. office. Prospective interns should have a love for politics and the legislative process, a desire to learn, and a willingness to work hard in this fast-paced office. This is an unpaid internship.

Day to day intern responsibilities will include: drafting constituent correspondence, leading tours of the U.S. Capitol, answering phones, working with legislative staff on policy issue research, and attending briefings and hearings. Interns will work closely with legislative staff and will be given all the tools necessary to learn to become a congressional staffer by the end of the internship.

Applications can be submitted via the email link at <https://lipinski.house.gov/internships/>. Applications will be accepted on a rolling basis and should include: your name, contact information, university, year of graduation, dates you are available, and an attached resume and cover letter. Third District of Illinois ties are preferred. Please no drop ins.

MEM-181-18 Congressman Scott DesJarlais (TN-04)—unpaid; full time **internship**

The DC office of Congressman DesJarlais is looking for Fall interns, September-December.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, 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.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday.

Interested candidates should e-mail an updated resume and cover letter to MeKenna.Carman@mail.house.gov.

MEM-178-18 Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2018 term. 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 caleb.baca@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-176-18 The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to hannah.cooke@mail.house.gov. No phone calls or drop-ins, please.

MEM-175-18 Congressman Mike Bishop (MI-8th District) is a member of the U.S. House of Representatives, representing Ingham County, Livingston County, and North Oakland County. The Fall **Internship** Program will be based out of his Washington D.C. Office. Chosen applicants will have the opportunity to develop expertise in a congressional office and constituent relations. Applicants must possess excellent writing skills, a proactive work ethic, and the ability to learn quickly. Internships are unpaid, but our office is happy to support programs offering academic credit.

To apply, please send a resume, cover letter, writing sample (1 to 2 pages any topic), and availability to Erin Beebe via email at Erin.Beebe@mail.house.gov.

Office Duties:

- Drafting constituent commendations and correspondence
- Assisting in research relating to legislation
- Conduct and lead tours of the Capitol building for our constituents
- Directing constituent phone calls

Requirements:

- Ability to communicate professionally and diplomatically at all times
- Experience in a professional work environment
- Knowledge of current events
- Commitment to staying informed on federal legislation and current events

Office Information:

- Office hours are from 9:00am to 5:00pm Monday through Friday
- Our D.C. office address is 428 Cannon House Office Building Washington, DC 20515
- Business professional dress is required

MEM-172-18 Congressman Conor Lamb (PA-18) has Fall 2018 openings for unpaid full-time and part-time congressional **interns** for his Washington, D.C. office and his Pittsburgh, PA office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, 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.

MEM-171-18 Congressman Vern Buchanan is looking for looking for full time, unpaid **interns** for his Washington DC office starting in August. Candidates should be motivated, flexible and detailed oriented with 20-40 hours a week of availability. Florida ties are a plus but not required.

Intern responsibilities include answering constituent phones, leading Capitol tours, upkeeping mail databases, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills.

Please email your resume, available start date, and weekly availability to housegopinternshipFL@outlook.com.

MEM-170-18 The office of Representative Ron Estes (KS-04) is currently seeking applicants for an **internship** in his Washington, D.C. office for the Fall 2018 term. Interns in the Washington office will help draft constituent letter responses, answer phones, assist with providing tours of the Capitol, and function as a key part of the staff. The Representative is looking for people who can work well under pressure and have excellent communication and writing skills; as well as being able to work in a very-team oriented office. A positive attitude and an interest in politics is a must. Kansas ties preferred but not required. While the internship is unpaid, you will gain very valuable professional experience and an inside look at the lawmaking process on Capitol Hill.

Please email your cover letter and resume to Ks04dc.internapplication@mail.house.gov.

MEM-166-18 Congressman John Garamendi (CA-03) is seeking highly motivated **interns** to join his Washington, DC office this fall. 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.

MEM-165-18 The Office of Rep. Paul Tonko (NY-20) is seeking unpaid legislative **interns** for the Fall Semester. Qualified candidates have academic or professional experience in American politics, can work on extremely short deadlines, and excel at most or all of the following: writing, editing, and event support.

Intern duties will include assisting with administrative and legislative tasks, answering phones, processing mail, providing capitol tours, and attending briefings. Preference will be given to residents of the 20th district and Upstate New Yorkers. Interested applicants should email a cover letter, resume, 1-3 page writing sample, and dates of availability to katie.greenberg@mail.house.gov with "Fall Internship" in the subject field.

MEM-164-18 The Office of Rep. Paul Tonko (NY-20) is seeking an unpaid **press intern** to assist with fast-paced communications operation for Fall 2018. Qualified candidates have academic or professional experience in American politics, can work on extremely short deadlines, and excel at most or all of the following: writing, editing, event support, social media (esp. Facebook, Twitter, Instagram) and photography.

Intern duties may include:

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

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

MEM-155-18 The Majority Staff of the House Budget Committee is currently accepting applications for Fall 2018 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. The deadline to apply is June 29, 2018. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. These materials should be in PDF format. Please visit budget.house.gov for the application and more information. Late and incomplete application packets will not be considered. Paid internships are available to any student working full time and not receiving course credit.