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INTERNSHIP VACANCY LISTING

Week of October 22, 2018

MEM-385-18 The Office of Congressman Daniel Lipinski (D-IL-03) is currently seeking both full and part time spring **interns** for the new 116th Congress in the Washington D.C. office. As a new Congress should provide a number of opportunities, 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. Day to day intern responsibilities include: drafting constituent correspondence, leading tours of the U.S. Capitol, working with legislative staff on policy issue research, attending briefings and hearings, and answering phones. 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 are due November 15th and will be accepted on a rolling basis. They 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-384-18 “West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their

Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Candidates should be available to start ASAP. Please e-mail your resume and cover letter to westcoastgopinternship@gmail.com.”

MEM-383-18 The Office of Rep. Paul Tonko (NY-20) is seeking legislative **interns** for the Spring 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 “Spring Internship” in the subject field.

MEM-382-18 The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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. 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. The deadline to apply is November 16 and 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.

MEM-381-18 The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. We are seeking dependable, politically conservative and professional individuals with a positive attitude, and strong work ethic. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. 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. 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. The deadline to apply is November 16 and 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.

MEM-378-18 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 skills and an interest in the legislative process. Colorado ties are preferred but not required. The ideal candidate will be able to intern at least two full days per week. Interested applicants should send a cover letter and resume to DeGette.Internships@mail.house.gov

MEM-378-18 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 Internship Application. No drop-ins please.

MEM-377-18 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-376-18 The Office of Congressman David Price is currently accepting applications for our Spring **internship** program running from January 2019 through May 2019. 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-374-18 The Office of Congressman Kurt Schrader (D-OR) Winter and Spring 2019 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.

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: January 7 (Flexible)
End Date: May 31 (Flexible)

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

MEM-373-18 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time **Legislative Interns** in our Washington, D.C. office to start in January or February. 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! 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 “2019 Pocan Winter/Spring Internship” in the subject line. Applications will be reviewed on a rolling basis.

MEM-372-18 **Winter/Spring/Summer 2019 Internship in the Office of Congressman Ben Ray Luján**

Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time **interns** for his Washington, DC office. Candidates should be enthusiastic, flexible, detail-oriented, and available for 2-3 months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, guiding tours of the Capitol, sorting mail, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should 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 email your desired availability and earliest possible start date to NM03@mail.house.gov, with your application materials (resume, cover letter, and a 1-2 page writing sample) attached as a single PDF and with “Internship Application: [Your Name]” in the subject field.

MEM-370-18 The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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. 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. The deadline to apply is November 16 and 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.

MEM-369-18 The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. 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. 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. The deadline to apply is November 16 and 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.

MEM-367-18 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 in January, 2019. 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-366-18 The Washington, D.C. office of Congressman Steve Russell (OK-5) is seeking candidates for full-time **internships** for Spring 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are preferred, but not required. Please send your resume and cover letter to OK05.Internships@mail.house.gov, with "Internship Application" in the subject line.

MEM-365-18 The office of a Republican Congresswoman is currently seeking highly motivated full or part-time **interns** for the Spring 2019 semester. Intern duties include performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, entering data into Intranet Quorum, conducting tours of the Capitol, processing flag requests, and any other office tasks. Ideal candidates will be flexible, reliable, and have good oral and written communication skills. College credit is available if necessary. Preference will be given to New York natives; however, all are encouraged to apply. Interested applicants should send a resume and cover letter to Kathy.Vences@mail.house.gov with “Spring Internship” in the subject line.

MEM-363-18 January 2019 Internship

The Majority Staff of the House Budget Committee is currently accepting applications for January 2019 **Interns**. The dates for this internship will be from January 2 – January 31. It will be a great opportunity for those who want to experience the transition into the 116th Congress. 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. 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. The deadline to apply is

November 16 and 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.

MEM-362-18 Spring 2019 Internship

The Majority Staff of the House Budget Committee is currently accepting applications for spring 2019 **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. 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. The deadline to apply is November 16 and 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.

MEM-359-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and **fellows** for the Spring of 2019. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the labor policy team. 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 in January and commit through April/May. Interested applicants should email their cover letter, resume and internship applicant information form to jobs_ewdems@mail.house.gov. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 2, 2018.

MEM-358-18 The Democratic staff of the House Committee on Education and the Workforce is seeking a professional, dependable, and enthusiastic student or recent graduate for a paid **communications internship** (up to 40 hours week) working closely with the press team on a variety of tasks. Duties will include drafting and posting Committee web content and social media, basic photography, drafting press releases and statements, press list maintenance, compiling and distributing daily press clips, media monitoring, and other communications and administrative tasks as assigned. Communications, journalism, public relations, public affairs, or political science majors and recent graduates preferred. Prior communications intern experience a plus. We will be accepting applications through November 1, 2018.

Please send a resume, brief cover letter, and one short writing sample to edlaborpressjobs@mail.house.gov.

MEM-357-18 The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Spring 2019 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the constituent flag request our office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at

<https://jones.house.gov/serving-you/internships> by November 9th.

MEM-355-18 The Democratic Staff of the House Committee on Natural Resources is accepting applications for unpaid Full-Time **Legislative Interns** for the Winter/Spring 2019 term. While working with the Committee, interns are provided the unique opportunity to learn and experience the Congressional legislative process. Applicants must be able to follow direction, work independently, possess clear and concise writing skills, excellent research capabilities, and exceptional interpersonal skills.

Duties and responsibilities include:

- Research legislative policy issues
- Attend committee hearings, markups, briefings and meetings
- Conduct background studies
- Perform stakeholder outreach
- Answer phone calls
- Sort and distribute mail
- Compile data and statistics
- Draft correspondence
- Assemble committee documents
- Track House floor proceedings

Committee internships run concurrently with college semesters and/or quarters; from January - April for winter/spring internships. Our office hours are from 9:00 a.m. to 6:00 p.m., Monday through Friday. Internships are unpaid but may be used for college credit. Interns are responsible for lodging and transportation.

To apply, please submit a cover letter, resume, and brief writing sample addressed to Henry Wykowski. Title your email with the subject line "Legislative Internship Application" and send to nrdems@mail.house.gov.

MEM-353-18 Congressman Dwight Evans (PA-02) is seeking highly motivated **interns** for the spring semester (January – May 2019). Strong written and verbal communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, leading Capitol tours, attending congressional briefings and hearings, conducting research for legislative staff, 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. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This position is unpaid, but we are happy to work with colleges and universities to provide academic credit. Qualified candidates should send a resume and cover letter to Chandler.Mason@mail.house.gov with the subject line “Spring 2019 Internship.”

MEM-350-18 The Office of Congresswoman Yvette D. Clarke (D-NY09) of Brooklyn has an immediate opening for a highly motivated press **intern** to join the D.C. Office. Candidates must possess strong written and oral communications skills. Photo editing and graphic design experience are a plus. The press intern will work directly with the Communications Director and will draft press releases, talking points, messaging memos and will assist with the execution of press conferences, briefings, and press calls. The press intern will also assist with digital, social

media, and other forward-facing communications. The Office of Congresswoman Yvette D. Clarke is an equal opportunity employer that is committed to **equal** treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law. Qualified candidates should send resume, cover letter, and one writing sample to ResumeNY@mail.house.gov. Please place “PRESS INTERN” in the subject line.

MEM-349-18 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the spring 2019 session in his Capitol Hill office. The spring session dates are January 14- May 17. The internship schedule is 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.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia’s First Congressional District are preferred but not required. Interested candidates should e-mail their resume and cover letter to katie.mazzola@mail.house.gov before October 31st. Please specify what your internship schedule may look like.

MEM-348-18 Congressman Paul Cook (CA-08) is seeking an **Intern**.

The Office of Congressman Paul Cook (CA-District 8), is seeking an Intern. 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

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-347-18 The Democratic Staff of the Committee on Science, Space, and Technology is currently accepting applications for full-time **interns** for Spring 2019. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Candidates should be detail oriented, possess strong oral and written communication skills, be able to multitask, and work well in a fast-paced environment. Interested applicants should apply at the following link: <http://democrats.science.house.gov/internships>
No calls or drop-ins, please.

MEM-346-18 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-344-18 The Office of Congressman Michael Cloud (TX-27) is currently seeking Full-Time or Part-Time **interns** for both Fall and Winter of 2018 in our Washington D.C. office. 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, assisting the legislative staff, attending Congressional hearings, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, flexible, detail-oriented, eager and willing to learn, and proactive. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. Texas ties are

preferred, but not required. Interested applicants should send resume, cover letter, and availability to TX27.Internship@mail.house.gov.

MEM-334-18 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. 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-332-18 Rep. Steve Womack (AR-03)

Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for the fall semester. Interns will work closely with Congressman Womack’s staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also is Chairman of the Budget Committee. Any interested candidates should send a current resume and cover letter to hannah.shea@mail.house.gov.

MEM-331-18 The Committee on House Administration Democratic staff is currently seeking both full-time and part-time **interns** for the 2018 Fall semester. This extended internship will begin immediately, lasting through December of 2018. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research. Interns will also assist in planning/executing

New Member Orientation for newly elected members of the U.S. House of Representatives from the 2018 election cycle.

Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, assisting with front office duties, assisting in New Member Orientation duties, and assisting the committee's Elections Counsel.

Candidates must exhibit strong writing, communication, research, and organizational skills. Graphic design experience preferred, but not required. Please send a resume, brief writing sample and 2 graphic designs (if applicable) in **PDF format** to Sydney.burns@mail.house.gov with "Congressional Internship" in the subject line.

MEM-329-18 The Office of Congressman Jared Huffman (D-CA) seeks a **Communications/Digital Media Fellow**. Primary responsibilities will include: drafting and creating social media content, writing media materials including press releases, advisories, op-eds, and speeches, updating website content, helping with production of the Congressman's podcast, compiling daily news clips, and creating and maintaining media lists. Candidates must have strong written and verbal communication skills, with the desire to come up with creative communications ideas and the ability to work under tight deadlines. The fellow will work closely with the Communications Director and the legislative staff of Congressman Huffman. Applicants with a background and strong interest in communications, public relations, or political science are preferred. Please send a resume, brief cover letter, two writing samples, and your availability to huffmanpressfellow@gmail.com with the subject line "Press Fellow." Preference given to individuals who can work a minimum of 25+ hours/week. This position offers a \$3500 stipend through the end of 2018.

MEM-327-18 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Fall of 2018 in the Washington D.C. office. Ideal candidates will be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required. Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.

MEM-326-18 The office of California Democratic Member, Rep. Juan Vargas (CA-51), is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. The position is non-paid. Interested applicants should apply at the following link:

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

No phone calls or drop-ins please.

MEM-325-18 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 2018 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Serving as an intern in a Congressional office is an exciting opportunity! Our interns are provided with first hand experiences and gain invaluable insight into the legislative process, the importance of casework and the value of constituent and community outreach.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail, media relations experience and digital media expertise. Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus. This position is unpaid.

To apply, please send a cover letter, a resume and a list of references to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202) 225-4016.

MEM-324-18 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time 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 and District ties are encouraged but not required. No phone calls or drop ins. To apply, email a resume, 1-2 page writing sample, and a cover letter including your availability as a single PDF to FL13.Internships@mail.house.gov.

MEM-323-18 Democratic Congressman seeks a **Press and Digital Media Fellow**. Responsibilities include drafting press releases; crafting social media posts; designing graphics, GIFs and web content; monitoring social media; building and managing press lists; and compiling daily press clips. Candidates must have strong written and verbal communication skills, fluency in Adobe Creative Suite, and an eagerness to work in a collaborative office environment. Ideal candidate would be a graduate student or recent graduate with a background in communications, journalism, public relations, public affairs or political science. Preference given to individuals who can work a minimum of 25-30 hours/week. This is an unpaid position but offers a unique opportunity to gain experience in a fast-paced Capitol Hill communications operation. Qualified candidates should submit a resume, cover letter, and writing sample to MD03Communications@gmail.com.

MEM-322-18 The Office of Congressman Michael Cloud (TX-27) is currently seeking a full-time press **intern** to start immediately in the Washington D.C. office. Applicants must have a proven digital portfolio, must be good with social media, and strong writing skills. Responsibilities include, but are not limited to: compiling press clips, creating and executing video content, building digital graphics, and taking direction from the communications director. Interns will be compensated with a monthly stipend. Texas ties are a plus. Interested applicants should send resume, portfolio, and cover letter to TX27.Internship@mail.house.gov.

MEM-321-18 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 early September. 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-320-18 New Jersey Democrat seeking **interns** for the fall semester - Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: nj08jobs@gmail.com. No phone calls or drop-ins.

MEM-318-18 New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns** for the fall, preferably to being at the end of August and finish in December. Interns will: Assist with office administrative tasks, sorting incoming mail, greeting visitors, and answering the telephone.

- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes the residents of most of the Upper West Side, Lower Manhattan, and sections of Brooklyn. Congressman Nadler is the Ranking Member of the House Judiciary Committee, where he has served as Chairman or Ranking Member of its Subcommittee on Constitution, Civil Rights, and Civil Liberties for 13 years and also served as the Ranking Member of the Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please email resume, brief cover letter, and 1-2 page writing sample to: Jazmine.Bonner@mail.house.gov

MEM-317-18 The Washington, DC office of Congressman Joe Wilson (SC-02) 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 duties. Successful candidates will possess excellent written and oral communications skills, a strong attention to detail, an ability to work in a fast-paced environment, and an eagerness to learn. Southern ties are a plus. Please send a resume and cover letter to Joshua.Grant@mail.house.gov with "Fall 2018 Internship" in the subject line.

MEM-316-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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. Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-315-18 Congressman Ron Estes is currently seeking **interns** for this fall (September-December). Congressman Estes represents Kansas' 4th District and serves on the House Homeland Security Committee and the House Education and the Workforce Committee.

Interns will gain invaluable work experience and hours are flexible to accommodate hectic course schedules. Generally office hours are 8:30 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when Congress is not in session. While in Washington, interns' responsibilities will vary. They will be asked to answer phones, 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. This position is unpaid. To apply for an internship in Washington D.C. please send a resume and cover letter to Ks04dc.internapplication@mail.house.gov

MEM-314-18 A North Carolina Congresswoman is seeking one or two Fall 2018 **interns** for a Congressional Internship Program in DC. Interns will have access to the various functions of a congressional office including administration, legislative, and communications. You will have many opportunities to learn about the legislative process, work with constituents, and work with our communications team. Diverse applicants are encouraged to apply.

RESPONSIBILITIES INCLUDE:

- Administration
 - Managing constituency,

- Answering and logging phone calls,
- Managing and logging incoming and outgoing mail.
- Tours and greeting constituents
- Legislative
 - Policy research and writing
 - Research various policies both within and out of priorities.
 - Write draft memos for the legislative team
 - Attend legislative briefings and conduct written reports
- Communications
 - Draft tweets, talking points, social media posts.
 - Assist in the creation of flyers.
 - Work closely with Press Fellow and Press Secretary
- Other responsibilities as needed.

To apply please send a resume and an optional writing sample to NChousejobs@gmail.com. In the subject line please put the following: "Internship Application for Fall 2018".

MEM-312-18 Congressman Bill Posey (FL-08) is currently seeking highly motivated and organized applicants for part-time or full-time **internships**. 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-298-18 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. 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.

MEM-294-18 Congressman Keith Rothfus (PA-12) 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 will also 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 david.androphy@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 are not required.

MEM-291-18 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-290-18 The Office of Congressman Matt Gaetz (R-FL) is seeking **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. Congressman Gaetz serves on the Armed Services Committee, Judiciary Committee, and the

Budget Committee. Interns will be able to get a broad perspective of these issue areas and the federal government in action. 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 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 and a cover letter to alexis.dejarnette@mail.house.gov.

MEM-289-18 California Democratic Member is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. The position is non-paid. Interested applicants should apply at the following link: <https://vargas.house.gov/services/internships/congressional-internship-application>.

No phone calls or drop-ins please.

MEM-287-18 The Office of Congressman Mike Rogers is looking for a full or part-time **intern** for the Fall Semester. Duties include but are not limited to: research; answering constituent correspondence; attending hearings and briefings in specific legislative areas; assisting staff with tours of the U.S. Capitol Building; and answering phones, and greeting visitors. This is a great opportunity for someone who may be looking for a job or going to school part time. Southern ties are preferred, but not required. To apply, please email a resume to haley.wilson@mail.house.gov.

MEM-283-18 The Office of Congressman Mark DeSaulnier (CA-11) is seeking a **press/digital intern** to assist with a fast-paced communications operation in our Washington, D.C. office for Fall 2018. Qualified candidates should possess strong oral and written communications skills, and be detail-oriented. Digital content (esp. Facebook, Twitter, and Instagram), graphic design, and video editing experience is a plus. Intern duties include assisting with press related projects, compiling daily press clips, developing social media content, drafting e-newsletters, and more.

This internship is unpaid, and applicants should be available from September through December. Interested applicants should email a cover letter, resume, as well as dates and times of availability to aimee.wall@mail.house.gov with “Press Internship, Fall 2018” in the subject field.

MEM-280-18 The Office of Congressman Michael Cloud (TX-27) is currently seeking Full-Time or Part-Time **interns** for both Fall and Winter of 2018 in our Washington D.C. office. 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, assisting the legislative staff, attending Congressional hearings, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, flexible, detail-oriented, eager and willing to learn, and proactive. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. Texas ties are preferred, but not required. Interested applicants should send resume, cover letter, and availability to TX27.Internship@mail.house.gov.

MEM-279-18 Illinois Democratic Office has openings for full-time **interns** and fellows to support our administrative, legislative, and communication teams in our Washington Office. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, researching information, and other duties as assigned. Applicants should be professional, hardworking, reliable and have strong writing and communication skills. Illinois ties are preferred, but not required. Internships are unpaid and are available for the Fall semesters. Interested candidates should submit your writing sample and resume to ResumeIL01@mail.house.gov. **No phone calls or walk-ins please.**

MEM-278-18 Congressman John K. Delaney seeks applicants for full- or part-time unpaid congressional **internship** for Fall 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, combined in one pdf, to md06.internships@mail.house.gov with “Fall Congressional Internship” in the subject line.”

MEM-277-18 The office of Congresswoman Terri A. Sewell (D-AL) is seeking a full time **Digital and Press Intern** to start in mid-September of 2018.

Internship Description:

- Learn how to write emails and campaign actions that you’ll send to over 100,000 constituents

- Design and curate content for social media and connect with our local and national audience
- Work side-by-side with our Communications Director, learning the ropes of digital content production and press outreach
- Assist in traditional media outreach to newspapers, television and other media outlets
- Analyze the results of your work and report on successes and failures

Qualifications:

- Passion for working to address issues of voting rights, health care, education, and job growth
- Writing experience; ability to communicate message in concise and compelling manner
- Understanding of what makes online content both shareable and persuasive, including blogs and social media
- Interest in graphic design/infographic design
- Some experience with photography, and in HTML, Microsoft Word, and Excel

To Apply:

Send your resume and cover letter to Sewell.Press@mail.house.gov.

MEM-276-18 Congressman Erik Paulsen's office is currently accepting applications for unpaid **internships** in our Washington, D.C. office.

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.

MEM-274-18 Congressman Bill Huizenga (MI-02) is now accepting applications for his Fall 2018 **Internship** Program in his D.C. office from early September through early December.

Successful applicants will have a positive and friendly attitude, a willingness to learn new skills, an interest in politics and legislation, excellent written and verbal communication skills, and proficiency with Microsoft Office Programs (primarily Microsoft Word, Excel)

Duties:

- Sitting at the front desk: answering phones, sorting mail, data entry, greeting visitors/meetings
- Researching legislation, database creation and work, assisting with press clips, various errands around Capitol Hill/DC, keeping supplies stocked, attend hearings
- Assisting scheduler with filing, calling, etc.
- Congressional Internships are often fast-paced, high-stress, professional, involve quick thinking.
- Congressional Interns are an integral part of the staff. Successful completion of related duties allows other staff to assist with policy-related matters and to aid Congressman Huizenga.
- Conducting tours/guiding constituents through the U.S. Capitol Building

Hours will vary on number of applicants but generally Monday-Friday 8am-5pm. The office may accommodate interns who are available only part time.

How to apply:

- Fill out the internship application, which can be found under the Services tab on <https://huizenga.house.gov>.
- Send your updated resume and a cover letter to Phillip.Rokus@mail.house.gov.

MEM-272-18 Representative Debbie Dingell (D-MI) is seeking full or part-time unpaid congressional **interns** for her Washington, D.C. office for Fall 2018 (mid-August to December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated, detail-oriented and possess strong communication and writing skills. This is a great opportunity for students seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume, cover letter and dates and times available with the subject line "Fall Internship" to timothy.huebner@mail.house.gov.

MEM-269-18 Congresswoman Suzan DelBene seeks full or part-time fall **interns** for her Washington, D.C. office. Interns will work in a fast-paced and fun congressional

office, gaining valuable experience and knowledge of the United States Congress. Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Additionally, interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff. The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Washington state ties are a plus but are not required. Interested applicants should send a current resume and cover letter to Internship.DelBene@mail.house.gov. No phone calls please.

MEM-268-18 The Office of Congressman Rod Blum (IA-01) is currently seeking full time and part time unpaid **interns** for the Fall 2018 Internship Program in Washington, D.C. and district offices in Dubuque, Cedar Falls, and Cedar Rapids. The internship begins in September and continues through December.

In Washington, D.C., duties include providing service to constituents through answering phone calls, greeting visitors, drafting correspondence letters, attending briefings and hearings, researching legislative issues, leading Capitol Building tours, and assisting senior staff with projects.

In the First District, duties include providing service to constituents by assisting with case work and helping with event organization, in addition to office tasks such as answering phone calls, greeting visitors, drafting correspondence letters, and assisting with media clips.

Successful applicants will have excellent written and verbal communication skills, sharp attention to detail, ability to prioritize and organize tasks, and a strong interest in the legislative process.

Internships are open to undergraduate students and college graduates. All interested students are encouraged to fill out the application posted on <https://blum.house.gov/forms/internships/>.

MEM-267-18 The Personal Office of Congressman Eliot L. Engel, the Ranking Democrat on the House Foreign Affairs Committee, is searching for prospective students who wish to **intern** at our Washington D.C office. Duties include: taking phone calls, responding to constituent concerns, and assisting official staff by attending briefing and Congressional hearings.

Aside from the varying duties, a prospective intern should be able to communicate effectively; be an attentive listener; and possess good writing skills. This is an unpaid internship but can be counted for course credit. Though we are open to a variety of academic backgrounds, preferred candidates would be

those majoring in: Political Science, Social Work, Government Affairs, and History. Most candidates are college students or recent graduates.

As an intern in the Office of Congressman Engel, one is expected to act with the utmost courtesy and professionalism. We expect our interns to respect the office and its constituents as the office serves not only at the pleasure of the community, but also as the public face of Congressman Engel. It is a concrete actualization of civics in action.

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. NY ties a plus, but not required.

MEM-266-18 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-265-18 The Office of Congressman Ralph Norman (SC-5) is currently seeking Full-Time or Part-Time **interns** for both Fall and Winter of 2018 in our Washington D.C. office. 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. Internships are unpaid. Successful candidates will be mature, personable, detail-oriented, and self-starters. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. South Carolina ties preferred, but not required. Interested applicants should send resume, cover letter, and availability to Kimberly.Hammond@mail.house.gov.

MEM-262-18 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Fall of 2018 in the Washington D.C. office. Ideal candidates will be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in

allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required.

Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.

MEM-261-18 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time 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 and District ties are encouraged but not required. No phone calls or drop ins. To apply, email a resume, 1-2 page writing sample, and a cover letter including your availability as a single PDF to FL13.Internships@mail.house.gov.

MEM-259-18 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-258-18 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 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-256-18 The Office of Congressman Chris Smith (NJ-04) is seeking applicants for an unpaid **internship** in the Washington, DC office for Fall 2018. Duties include, but are not limited to, answering constituent phone calls, leading tours of the Capitol, attending hearings and briefings on behalf of staff, sorting and distributing mail, drafting correspondence, and assisting with research tasks. Candidates should possess strong writing and communications skills as well as attention to detail. All majors are encouraged to apply. Please send a resume, writing sample, and a list of references to NJ04.scheduling@mail.house.gov with "Fall Internship 2018" in the subject line.

MEM-254-18 California Republican is currently accepting applications for full/part-time **interns** in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other

functions of a congressional office. Internships are unpaid but the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to CAGOPInternship@gmail.com.

- MEM-253-18** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for fall 2018 **internships** in his Washington, D.C. office. Intern duties include answering phones, attending and summarizing hearings/briefings, sorting mail and faxes, leading tours of the Capitol, as well as assisting legislative staff and other responsibilities as needed. A qualified intern candidate will have good oral and written communication skills, professional maturity, and a willingness to work on a variety of tasks. Preference given to interns with full-time availability, but those seeking part-time internships will be considered. Pennsylvania ties a plus but not required. Internship positions are unpaid. To apply, please email cover letter, resume, and a brief writing sample (no more than two pages) to Zach Rosen at colleen.carlos@mail.house.gov. Please include availability in your cover letter.
- MEM-252-18** The Washington D.C. office of Congressman Sander Levin (MI-09) is now accepting applications for full/part-time Fall **interns**. Start/stop dates are flexible. Basic intern responsibilities include greeting visitors, answering phones, legislative research and correspondence, assisting staff on various projects, conducting tours of the Capitol Building, and other office tasks. Interns will also have the opportunity to attend hearings and briefings of interest. Candidates must be motivated, flexible, confident, and able to work well independently in a fast-paced environment. Michigan ties are preferred but not required. Applicants must be currently enrolled in college. Internships are unpaid, but college credit is available. Qualified candidates should apply at <https://levin.house.gov/serving-you/internships/internship-online-application>. If you have any questions concerning the internship, please do not hesitate to email David.Beer@mail.house.gov or call (202) 225-4961.
- MEM-251-18** Louisiana Republican Congressman Ralph Abraham (LA-05) is seeking motivated and hardworking **interns** to fill positions immediately. 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. Candidates should 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. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Louisiana/Southern ties are a plus but not required. If you are a student we are happy to work with your college or university to arrange for academic credit. Please send a résumé and cover letter in PDF form to LA05.Intern@mail.house.gov with “Fall Internship” in the subject line.

