



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

Vacancy Bulletins are available for pick-up in
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of March 9, 2020

MEM-107-20 Seeking paid full-time and part-time **interns** in Rep. Drew Ferguson's (GA-03) Washington, D.C. congressional office to start immediately. Intern responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Generally, the office hours run from 8:30 a.m. to 5:30 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session." Applicants may send resumes to robert.redding@mail.house.gov

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

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

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

MEM-103-20 The Office of Congresswoman Madeleine Dean (PA-04) seeks motivated, detail-oriented, and energetic individuals for press **internships** 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: designing graphics, drafting social media content, editing short video clips, and working closely with the Communications staff. Additional duties include: answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, and other duties as necessary.

Positions are available beginning in May 2020. To apply, please send a resume and cover letter to pa04applications@gmail.com with the phrase “Press Internship Application” in the subject line. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship. District ties are preferred but not required.

Deadline to submit applications is March 29th.

MEM-102-20 The Office of Congresswoman Madeleine Dean (PA-04) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** 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, tracking media coverage, and other duties as necessary.

Positions are available beginning in May 2020. To apply, please send a resume and cover letter to pa04applications@gmail.com with the phrase “Legislative Internship Application” in the subject line. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship. District ties are preferred but not required.

Deadline to submit applications is March 29th.

MEM-101-20 The Democratic Majority of the Committee on Rules is seeking a full-time press **intern** for the summer (May-August). Opportunities will include compiling daily press clips, working collaboratively to generate creative and engaging content for

digital platforms, and assisting communications staff with the creation of additional materials as needed.

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

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

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

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

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

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

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

MEM-099-20 The House Veterans' Affairs Committee (Minority) is currently accepting applications for a full-time legislative **intern** for the spring-summer 2020 session. Working closely with Committee staff, legislative interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors.

Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned.

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

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

var.internship@mail.house.gov.

No phone calls or walk-ins please.

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

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

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

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

var.internship@mail.house.gov.

No phone calls or walk-ins please.

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

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

Primary Duties:

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

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

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

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

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

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

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

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

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

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

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

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

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov

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

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

MEM-090-20 The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a 'Labor Policy **Intern**' or 'Labor Policy

Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

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

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

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

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

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

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

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

Please no drop-ins or phone calls.

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

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

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

Please no drop-ins or phone calls.

MEM-087-20 The Office of Congresswoman Frederica Wilson is seeking full-time and part-time **interns** for spring and summer 2020.

Responsibilities will include answering phones, managing the front office, greeting constituents, assisting legislative staff, assisting with constituent letters, and other tasks as assigned.

Preferred candidates will have excellent customer service skills, a strong work ethic, keen attention to detail, and the ability to navigate an active office. Qualified candidates will also have strong oral and written communication skills and be able to work well on a team.

Internships include a stipend and the office will work with current students to receive college credits. Interested applicants should send in one document their resume, a brief writing sample, and their expected start and end dates to Devin.wilcox@mail.house.gov.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, age, or any other identifier.

MEM-085-20 Democratic Congressman seeks applicants for full or part-time congressional **internship** in the Washington, D.C. office for remainder of spring and summer. 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. California residents or strong ties to San Diego are preferred. Candidates should be prepared to work a minimum of 10 hours per week.

Please send a resume, cover letter, writing sample (1-2 pages), and availability (start and end dates as well as days per week) to CA52Internship@mail.house.gov with “Last Name, First Name, CA52 Internship” in the subject line.

Our office offers a paid internship to one college student per internship session. Students applying for the paid internship must meet one of the following criteria: a) be eligible for the Pell Grant or b) receive financial aid as a student with disabilities. We accept applications from college sophomores, juniors and seniors (at the time of applying).

Participation in this program is intended to open opportunities for students who are seeking a career in public service, but do not have the personal or family means to participate in an unpaid internship. To prove eligibility for the Pell Grant/other need-based awards, please have the financial aid department at your college complete the form at the bottom of this page: scottpeters.house.gov/services/internships

MEM-083-20 The office of Congresswoman Rosa L. DeLauro is accepting applications for the Summer 2020 **internship** program in the Washington, DC office. Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude.

Intern responsibilities include supporting legislative and press staff, attending hearings and briefings, answering constituent phone calls, leading US Capitol tours, organizing constituent mail, greeting office visitors, and various ad hoc projects. For application information, please visit <https://delaurow.house.gov/services/internships>. Please email your completed application to Harper.White@mail.house.gov

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability or sexual orientation.

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

work to craft legislation and policy proposals. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips.

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

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

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

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

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

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

No calls or drop-ins.

MEM-078-20 A senior member serving on the House Financial Services Committee is seeking a summer semester, financial services **intern** to assist the Senior Advisor covering the financial services portfolio.

The person in this role will work on substantive financial services issues ranging from banking, housing, capital markets, fintech, insurance, monetary policy, etc. This will not be a typical internship answering phones or giving tours. You will be attending hearings, monitoring legislation, assisting with industry and constituent correspondence, auditing briefings, etc.

You will gain an in-depth understanding of working on the Hill and will have valuable exposure to the Financial Services Committee and network. You should leave this internship with a better understanding of both the financial services industry as well as current policy that is impacting the industry.

Ideal candidates must be hard working, have an interest in financial services, and a willingness to learn. You also must be able to work full-time. Candidates do not have to have a background in financial services in order to be considered.

This is a paid internship.

Specific responsibilities include, but are not limited to:

- Attend Committee hearings and briefings.
- Conduct legislative and policy research.
- Track and monitor legislation.
- Formulate hearing questions from witness testimony.
- Assist with preparation of hearing, markup, and Floor briefing books.
- Observe House proceedings.
- Acquire an understanding of Committee mechanics.
- Prepare memoranda on meetings, hearings, and briefings attended or researched.
- Collect signatures from Member offices for letters, dissenting views, etc.
- Attend Congressional Research Training seminars.

To apply, please send a resume to Ashley.Gunn@mail.house.gov

MEM-077-20 Congresswoman Lauren Underwood (IL-14) is delighted to announce 2020 summer **internship** opportunities in her Washington, DC and West Chicago, IL offices.

Internships are designed to offer students and recent graduates direct participation in public service through supporting our offices' constituent engagement and services, administrative responsibilities, and research.

Interns' responsibilities will vary. They will be asked to answer phones, assist with correspondence, coordinate and conduct tours, research legislation, assist with constituent casework, and attend hearings and briefings on various issues.

Qualified candidates must be friendly, organized, flexible, and possess the ability to multitask in a fast-paced environment.

Summer internships are available from May until August, with start and end dates tailored to accommodate an academic calendar year. Internship hours run from 9:00 a.m. to 5:00 p.m. on weekdays. Please note that interns are expected to work a minimum of 20 hours per week. A limited number of paid positions are available for internship applicants who are not sponsored by outside organizations.

The deadline to apply, for the summer semester is March 20, 2020. Preference will be given to applicants with ties to the Illinois 14th. To learn more and apply, please click here.

(<https://underwood.house.gov/services/internships/internship-form>)

For questions about internships please call our office (202) 225-2976.

MEM-075-20 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Summer 2020 semester. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: answering telephone calls, leading tours of the US Capitol, assisting with constituent correspondence, and providing assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit a resume and cover letter. Cover letter should detail reasons for applying to the position. Please indicated which session is preferred- Session A (May 11-June 19) or Session B (June 22- July 31).

Deadline to apply by is March 2nd, 2020 COB. All materials must be submitted to Acree.Trivett@mail.house.gov

MEM-071-20 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time Summer **Interns** for the Washington, D.C. office starting in May/June. 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 “2020 Summer Pocan Internship” in the subject line. For further information regarding the internship program, please see the internship page on our website at:

<https://pocan.house.gov/services/internships/>

Deadline to apply: March 15, 2020

We also highly encourage every applicant to apply to our scholarship program after submitting an application. The application can be found here:

<https://pocan.house.gov/scholarship-program>

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

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Primary responsibilities will include processing mail, greeting visitors, answering phones, leading Capitol tours, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF to DCInternship.CA38@mail.house.gov with “CA-38 Summer Internship” in the subject line.

The application deadline is Friday, April 17th.

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

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

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

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

MEM-068-20 The Office of Congresswoman Linda Sánchez is seeking a highly motivated, proactive Spring Press **Intern** with strong writing and organizational skills. The position will be filled on a rolling basis, and offers a stipend and metro reimbursement.

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

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

Interested applicants should send a resume, cover letter with their availability, and three digital or writing samples in a single PDF to DCInternship.CA38@mail.house.gov with "CA-38 Spring Press Internship" in the subject line.

MEM-067-20 Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Summer of 2020. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com

MEM-065-20 The Office of Congresswoman Linda T. Sánchez is currently accepting applications for a full-time paid **internship**. Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor.

Primary responsibilities will include processing mail, greeting visitors, answering phones, leading Capitol tours, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF to DCInternship.CA38@mail.house.gov with “CA-38 Summer Internship” in the subject line.

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

MEM-050-20 The Office of U.S. Representative Grace Meng is accepting **intern** applications for Summer 2020. 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.

In Washington, 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 draft 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.

Interested candidates should email NY06_Intern_App@mail.house.gov a cover letter, resume, a 1-2 page writing sample, and three references.

MEM-041-20 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time summer 2020 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives.

Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

To apply, please visit : <https://republicans.cha.house.gov/about/internship-application> and submit your application by March 13th.