



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
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
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 January 18, 2016

- MEM-028-16** The office of Congressman Don Beyer is accepting applications for part-time, unpaid **internships** to begin forthwith in his Washington, D.C. office. Candidates should be self-motivated, resourceful, and possessed of sound judgment, knowledge of politics, and a sense of humor. The proximity of Virginia's 8th District means that there is a substantial amount of work to be done in the areas of press, legislative research, and constituent services, and our interns get experience with a wide variety of responsibilities. Women and minorities are strongly encouraged to apply. Desired availability is Mondays, Wednesdays, and Fridays. To apply, please email resume, cover letter, and a 1-2 page writing sample to Aaron.Fritschner@mail.house.gov. No walk-ins or calls please.
- MEM-026-16** Arizona Republican is seeking spring semester **interns** for his Washington D.C. office. Duties of interns include answering telephones, greeting visitors, conducting tours, sorting mail, and assisting staff members with projects as needed. Applicants should be organized, should have strong time management and writing skills, and should be able to complete tasks with minimal supervision. Arizona ties and previous Hill experience a plus but not required.

Please send a cover letter, one-page resume, and a two- to three-page writing sample to GOPinternshipAZ@gmail.com with “Internship Application” in the subject line. No phone calls please.

MEM-025-16 Congressman Jim Renacci (R-OH) seeks full time hard working **intern** for Winter/Spring 2016. Responsibilities include, but aren’t limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to Brian.Cusack@mail.house.gov. Ohio candidates are strongly preferred.

MEM-024-16 Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for 2016 spring semester **internships** in his Washington, D.C. office. Applicants should be able to start immediately. 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. Internship positions are unpaid. To apply, email cover letter, resume, and a brief writing sample (no more than two pages) to Zach Rosen at Zach.Rosen@mail.house.gov. Please include availability in your cover letter.

MEM-023-16 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for Spring of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA’s on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to internship.in02@gmail.com. No phone calls, please.

MEM-022-16 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for Spring of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional.

Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to internship.in02@gmail.com. No phone calls, please.

MEM-017-16 Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please e-mail a resume, cover letter, and a 1-2 page writing sample to michelle.serrato@mail.house.gov

MEM-014-16 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 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 "Internship" in the subject line.

MEM-013-16 The House Ways and Means Democratic office is seeking an **intern** for the end of January 2016 through April 2016. This internship is unpaid. The position is ideal for a recent college graduate interested learning about the role of the Committee and the various aspects of its jurisdiction.

CORE RESPONSIBILITIES:

- Assist front office staff with answering phones and projects; assist Ways and Means Committee Counsels in various research projects;
- Assist in preparation for Committee hearings and markups;
- Assist press staff on an as needed basis;
- Perform other duties as assigned by the Intern Coordinator

QUALIFICATIONS:

- good oral and written communication skills;
- high level of confidentiality;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and punctual.

If interested, please email your cover letter and resume to Carrie.Breidenbach@mail.house.gov and provide a brief introduction including your dates of availability.

MEM-012-16 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Spring 2016 (mid-February to April). 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 orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to kevin.rambosk@mail.house.gov.

MEM-011-16 Ohio Democrat is seeking **interns** for the Winter 2016 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Qualifications: Interns must have a pleasant attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. 9th District Ohio ties a plus!

Please email Courtney.hruska@Mail.house.gov with cover letter and resume. Availability must be in cover letter.

- MEM-010-16** The Office of Congresswoman Marcia L. Fudge is looking for a motivated unpaid press **intern** in the Washington, D.C. office. Intern responsibilities include assisting the staff with general office duties, attending briefings and hearings, assisting communications team with research and writing support, compiling news clips, drafting press releases, developing copy for the web, answering phones, sorting mail, and giving Capitol tours. Applicants must possess strong writing and communication skills, have a positive attitude and be well-organized. Interested candidates should send a cover letter, resumé, and writing sample to District11resumes@mail.house.gov. Ohio ties preferred, but not required. No phone calls or walk-ins please.
- MEM-009-16** The office of Representative Marcia L. Fudge is looking for a motivated unpaid **intern** in the Washington, D.C. office. Intern responsibilities include assisting the staff with general office duties, attending briefings and hearings, answering phones, sorting mail, giving Capitol tours, and performing various other tasks as assigned. Applicants must possess strong communication skills, have a positive attitude and be well-organized. Interested candidates should send a cover letter, resumé, and writing sample to District11resumes@mail.house.gov. Ohio ties preferred, but not required. No phone calls or walk-ins please.
- MEM-008-16** The Washington, DC office of a Senior North Carolina Congressman seeks applicants for a paid full-time **internship**. The office is looking for a highly motivated intern that can start in January. The individual should be able to multi-task and be prepared to work in a fast-paced office. Some responsibilities include attending briefings, answering phones, guiding tours of the Capitol, assisting with constituent correspondence and mail, and working on various projects for the staff as needed. North Carolina ties are encouraged, but not required. In order to apply, please send capitolhill45@gmail.com a resume and cover letter with “NC Intern Application” in the subject line.
- MEM-007-16** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for Summer 2016 **internship**. 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 phone inquiries and providing support to all Committee staff. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov.
- MEM-006-16** House Judiciary Committee Democratic press office seeks self-motivated, detail-oriented and highly energetic part-time press **intern** for spring 2016. Duties include, but are not limited to:
- Compiling daily news clips

- Issue tracking and research
- Drafting media releases and statements
- Maintaining media lists
- Conceptualizing social media content and graphic designs
- Basic website maintenance
- Special event support

A background in journalism or communications and special skills such as photography, video editing and graphic design a plus, but not required. Undergraduate and graduate students, as well as recent graduates, are encouraged to apply. Michigan ties are a plus. Start and end dates are flexible. This internship is unpaid, but the office will accommodate applicants seeking to earn academic credit. Please submit a one page resume, a short writing sample, and a cover letter that includes date and hours of availability to HouseJudiciaryDems@gmail.com. No calls or walk-ins please.

MEM-005-16 Democratic Member of Congress seeks full-time or part-time unpaid Congressional **interns** to begin immediately. The responsibilities of a Congressional intern primarily focus on helping the Congressman communicate with his 700,000-plus constituents. Interns will assist the team with phones, mail, tours of the U.S. Capitol Building, and related front office duties. Additional tasks, including drafting correspondence, research projects, and attending hearings may be assigned on a case by case basis.

Candidates should possess excellent communication skills (both verbal and written) and an understanding of the functions of the United States Congress. Ideal candidates are positive, energetic, and eager to assist with the legislative and administrative needs of the staff. West Coast ties are preferred. Please send a resume, cover letter, and writing sample to andy.hackbarth@mail.house.gov.

MEM-004-16 The Washington, DC office of Congresswoman Lucille Roybal-Allard is seeking motivated, organized, and reliable individuals to fill winter/spring **internship** positions. 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. Spanish-fluency, California ties, and full-week availability are all plusses. Please send a résumé, cover letter, a short writing sample (no longer than one page), and dates of availability to jhostyn.duval@mail.house.gov with "Intern" in the subject line.

MEM-003-16 Midwest Democrat is seeking **interns** available for an immediate start for the spring 2016 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative

research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government, fiscal issues, education and reproductive rights. Wisconsin ties a plus.

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to Nairobi.cratic@mail.house.gov ASAP.

MEM-002-16 Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this spring. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to NY.ResumeInbox@mail.house.gov. Equal opportunity employer. No calls or walk-ins please.

MEM-001-16 The office of a New York Congressman seeks an unpaid press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and two writing samples. Please submit all inquiries with the subject "Press Internship" to: NY.ResumeInbox@mail.house.gov.

MEM-450-15 Rep. Xavier Becerra is looking for **interns** for his Leadership office. Responsibilities include (but are not limited to) transcribing videos, collecting press clips, live-streaming briefings, supporting the Operations team in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects. Applicants should be motivated, detail-oriented, possess excellent verbal and

written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Women and minorities are strongly encouraged to apply.

Applicants must be either college/graduate students receiving academic credit or congressional internship/fellowship program participants. The intern should be prepared to start working in full-time.

Applications will be reviewed on a rolling basis. To apply, please send a cover letter and resume to caucusinternresume@mail.house.gov.

MEM-447-15 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** to fill spring positions. 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 résumé, cover letter and dates of availability to Andrew.Heineman@mail.house.gov with “Internship” in the subject line.

MEM-446-15 The House Natural Resources Committee Democrats is seeking a full-time press **intern**. The ideal candidate must be detail-oriented, motivated, and able to multi-task efficiently. Applicants should possess strong written and oral communication skills and have an interest in working on environmental issues.

Daily responsibilities may include:

- Updating website content
- Updating social media channels (Facebook, Twitter, YouTube)
- Compiling daily press clips
- Video filming and editing
- Conducting research projects
- Drafting press materials (including e-newsletters, background information, and press releases)
- Assisting with press events

This is an excellent opportunity for a candidate to gain substantive press experience in the environmental field. Interested candidates must be willing to commit to the full term of the internship, February to June (start and end date is flexible), and available to work from 9 a.m. to 5 p.m. daily. To apply, please submit a cover letter, brief writing sample, and resume to nrdems@mail.house.gov.

MEM-442-15 California Democrat is seeking hardworking **interns** for the Spring 2016

internship session. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to bera.resume@mail.house.gov.

MEM-441-15 The Washington office of Rep. Mark Sanford (SC-01) seeks applicants for fulltime, unpaid, **internships** to begin immediately. Applicants should possess strong writing skills, be well organized, generally knowledgeable of legislative and related issues, able to complete tasks as directed, and have an eye for detail. Main duties include answering telephones, logging constituent calls, giving tours of the Capitol to visitors, opening and sorting mail, and assisting with other administrative tasks. Interns will have many opportunities to take on additional responsibilities within the office, at the discretion of staff. Anyone interested should send a resume and cover letter to SC01InternApplicants@mail.house.gov.

MEM-439-15 Florida Democrat is seeking a full-time, unpaid press **intern** for the Washington, D.C. office, starting immediately. The ideal candidate is detail-oriented, motivated, and able to multi-task efficiently. Applicants should possess strong written and oral communication skills. Preference will be given to candidates with Florida ties and those who speak Spanish.

Daily responsibilities may include:

- Updating website content;
- Compiling daily press clips;
- Video filming and editing;
- Conducting research projects;
- Drafting press materials (including e-newsletters, background information, and press releases);
- Assisting with press events; and
- Transcribing interviews

This is an excellent opportunity for a candidate to gain substantive press experience with an extremely active Member. Please email a one-page writing sample, résumé, and cover letter (all in .PDF format) addressing prior press experience or interests, to DCInternships.Grayson@mail.house.gov. Please use "Press Intern Application" in the subject line.

MEM-437-15 Congressman Fincher is currently seeking motivated college students to serve as **interns** for the 2016 Spring semester in his Washington, D.C. office. Intern responsibilities include: assisting the staff with general office duties, attending briefings and hearings, answering phones, sorting mail, giving Capitol tours, and performing various other tasks based on ability and interests. Applicants must

possess strong communication skills, have a positive attitude and be well-organized. Interested candidates should send a cover letter and resume to TN08.Intern@mail.house.gov. Tennessee ties preferred.

MEM-436-15 Congressman Perlmutter offers **internships** throughout the fall, spring and summer semesters for high school or college students. Students have the opportunity to learn about the inner workings of a congressional office to supplement their related course work. Students must receive some form of academic credit for their internship. Interns are responsible for working with their academic department and advisors to receive credit and comply with all other internship guidelines set by their educational institution.

Please submit a cover letter and resume if you are interested in an internship to Julia.harrington@mail.house.gov if you would like to intern in our DC office.

In Washington, 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. Interns' responsibilities will vary from day to day. They will be asked to research legislation for the Member and legislative staff, attend hearings and briefings answer phones, and help with constituent communications on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office. If you would like more information on Congressional Internships in Washington, DC, please contact Julia Harrington at Julia.Harrington@mail.house.gov.

MEM-435-15 Washington, D.C. — The House Democratic Caucus is looking for a full-time press **intern** for the spring semester with availability, beginning in January 2016. Responsibilities include assisting with press clips, video production and editing, graphic design, tracking metrics, transcribing interviews and supporting team projects. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multitask. Experience in Adobe Suite or other design software and proficiency in Spanish highly preferred. Experience and interest in press operations and the congressional process is a plus. Minorities are strongly encouraged to apply.

Applicants must be either college/graduate students or Congressional internship program participants. Interested candidates should send a resume and cover letter detailing availability to Miranda.Margowsky@mail.house.gov.

MEM-434-15 The office of Congressman Jim Costa is seeking **interns** who are interested in gaining hands-on experience in a congressional office. In our Washington office, internships allow individuals to actively observe the legislative process while participating in the administrative operations of a congressional office. Intern responsibilities include attending hearings, researching legislative issues, responding to constituent inquiries, processing tour and flag requests, opening and routing incoming mail, giving tours of the Capitol, and performing general office duties.

Please email a resume, cover letter, and writing sample to
Resumes.CostaInterns@mail.house.gov.

- MEM-433-15** Florida Democrat is seeking **interns** for the Washington, D.C. office for the Spring 2016 semester. Candidates should be motivated, enthusiastic, and possess strong interpersonal skills. The internship will provide exposure to all areas of a legislative office. Interns will be responsible for assisting the team with phones, tour and flag requests, and other related front office duties. Additional tasks may include drafting constituent correspondence, research projects, and attending briefings and hearings. This is a great opportunity for individuals who are interested in learning about the workings of Capitol Hill and the legislative process in a busy office. Please email a cover letter and résumé in .PDF format to DCInternships.Grayson@mail.house.gov. In your message, indicate your specific full-time OR part-time availability with your anticipated starting and ending dates.
- MEM-432-15** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this spring. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to NY.ResumeInbox@mail.house.gov. Equal opportunity employer. No calls or walk-ins please.
- MEM-431-15** The office of a New York Congressman seeks an unpaid full-time press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and two writing samples. Please submit all inquiries with the subject “Press Internship” to: NY.ResumeInbox@mail.house.gov.
- MEM-428-15** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a full- or part-time press **intern** for our Washington, D.C. office for the spring semester (January-May 2016). Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting members of staff with press clips and constituent communication and will help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates

should send a resume, writing sample, and cover letter detailing availability to our intern coordinator, Andres Chovil, at Andres.Chovil@mail.house.gov. No calls or walk-ins please.

MEM-427-15 Congressman Jim Renacci (R-OH) seeks applicants for a part time/full time unpaid **internship** for the winter/spring of 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to Alex.Dominguez@mail.house.gov. Ohio candidates are strongly preferred.

MEM-426-15 Rep. Xavier Becerra is looking for **interns** for his Leadership office. Responsibilities include (but are not limited to) transcribing videos, collecting press clips, live-streaming briefings, supporting the Operations team in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects. Applicants should be motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Women and minorities are strongly encouraged to apply.

Applicants must be either college/graduate students receiving academic credit or congressional internship/fellowship program participants. The intern should be prepared to start working in full-time.

Applications will be reviewed on a rolling basis. To apply, please send a cover letter and resume to caucusinternresume@mail.house.gov.

MEM-425-15 The Office of Congresswoman Ann McLane Kuster (NH-02) is seeking qualified candidates to **intern** full time and part time in our Washington, D.C. office. Interns will have a chance to experience first-hand the operations of a U.S. Congressional office, learn about the legislative process, and gain Capitol Hill experience.

Responsibilities include administrative tasks such as answering phones, welcoming guests, and leading constituent tours. In addition, interns will be required to conduct legislative research, draft constituent correspondence and vote recommendations, attend briefings and hearings, and other projects as needed.

Candidates should have excellent writing and communication skills, strong

organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to the Northeast—especially New Hampshire—are preferred, but not required.

If candidates have any questions or wish to apply, please send a cover letter, resume, writing sample, and references to NH02.Internship@mail.house.gov. Please include “Last Name, First Name - Internship Application” in the subject line and include your available start and end dates and weekly schedule in the email.

MEM-424-15 Nevada Republican seeks a legislative **intern** for January 2016 and/or Spring 2016. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, handling constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, receptions, and press events.

Our office is looking for an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. 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. Applicants should have working knowledge of current events and policy topics, as well as a willingness to do assist with daily office tasks. Nevada ties strongly preferred.

Interns must be able to commit a minimum of three full days a week (9:00am-6:00pm). Students welcome to apply. Those interested please send cover letter, updated resume, and references to kelsey.wolfgram@mail.house.gov.

MEM-423-15 Nevada Republican seeks an unpaid communications **intern** for January 2016 and/or Spring 2016. Interns will work in a fast-paced Congressional office, gaining valuable exposure and knowledge of the communications process and the United States Congress. Communication intern responsibilities include tracking and reporting on social media and news story comments, drafting social media posts, establishing and managing a twitter account, and reaching out to local/national reporters on social media. Interns will also have the opportunity to attend events and committee meetings to take photos and videos, work with the communications director to put press releases on the website, and assist with writing projects at the discretion of the communications director. Interns will also help facilitate our constituent communications program and guide constituents on tours of the US Capitol building.

Our office seeks an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-

starters, take and listen to direction, and be willing to work both independently and as a member of a team environment. Applicants must have a working knowledge of current events and policy topics as well as a willingness to assist with daily communication tasks. Nevada ties strongly preferred.

Interns must be able to commit a minimum of three full days a week (9:00 am-6:00 pm) with the option of working full-time, spring semester beginning in January. Students are welcome to apply. If interested, please send a cover letter, updated resume, sample of a social media post for a congressperson, and references to kelsey.wolfgram@mail.house.gov.

MEM-416-15 Congresswoman Lois Frankel's (FL-22) DC office seeks **interns** for the Spring semester, from January to May 2016. The position requires a high deal of professionalism and efficiency, as well as strong writing and communication skills. The ideal candidate is organized, diligent, and positive. Duties include: answering telephone calls, responding to general constituent inquiries and requests for tours, assisting with constituent correspondence, and providing administrative assistance to the legislative staff. Undergraduate students or recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter to: olivia.hodge@mail.house.gov. Please include your availability in your cover letter.

MEM-415-15 The Office of Congressman Sam Graves (MO-06) is currently accepting applications for his Spring 2016 **internship** program in his Washington, D.C. office. The office is seeking highly qualified candidates who are motivated, detail-oriented, and personable.

Ideal candidates must be able to multi-task, have outstanding oral and written communication skills, and a desire to learn about the legislative process. Interns will have the opportunity to experience working on Capitol Hill, learn about the different career opportunities, and attend briefings of interest. Responsibilities will include answering the phone, giving tours of the Capitol, assisting with constituent correspondence, and supporting the staff on various projects. Missouri or Midwestern ties are preferred. Interested candidates should email a resume and cover letter to Abigail.Camp@mail.house.gov.

MEM-414-15 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for Spring of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to internship.in02@gmail.com.

No phone calls, please.

MEM-413-15 The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time **interns** for her Washington D.C. office for Spring of 2016. Ideal candidate would be professional, dependable and possess strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's 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.

Please send resume and cover letter to internship.in02@gmail.com.

No phone calls, please.

MEM-412-15 The Democratic Staff of the Committee on Science, Space and Technology is seeking paid and unpaid **interns** for the spring starting in January. Interns are asked to work with staff to help prepare for committee hearings and markups. Interns will work on substantive research projects and press matters. Additionally, interns are critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents. Interested applicants should visit the Committee's website at <http://democrats.science.house.gov/internships>. Please fill out the application provided and send in a resume.

MEM-411-15 Minnesota Democrat seeks **intern** applicants for the Washington, D.C. office during the 2016 spring semester. Interns should expect to primarily assist with front office operations, but will also get opportunities to conduct legislative research, and obtain first-hand and comprehensive knowledge of the day-to-day operations of a Congressional office.

Interns will assist staff with front office duties, including sorting mail, answering telephones, data entry, and list building tasks. Assist legislative and communications staff on projects as needed. Perform research, attend briefings, and assist with constituent correspondence. Greet visitors, conduct tours of the Capitol, and other assignments as needed.

Candidates should demonstrate excellent oral and written communication skills and have a good understanding of the legislative process. Qualified applicants will be organized, dependable, able to multi-task, willing and quick to learn, able

to work in a fast-paced environment and have a good sense of humor. Internships are unpaid, but we are happy to work with your College or University to receive academic credit for your internship. Minnesota ties and full-time availability are preferred, but not necessary.

To apply, please submit a resume and cover letter [here](#).

MEM-410-15 Congressman Gus Bilirakis (FL-12) seeks applicants for full and part-time **internships** in his Washington, D.C. office for the spring semester. Washington, D.C., interns are responsible for assisting staff with day-to-day functions within the D.C. office, including but not limited to constituent correspondence and legislative research. They may also assist constituents in their visits to Washington, D.C., providing tours of the U.S. Capitol. The ideal candidate will be a college student or recent graduate who is motivated, possesses strong writing and organizational skills and is willing to jump in wherever needed with a positive attitude. A congressional internship provides unparalleled value and insight into the workings of a Capitol Hill office and the legislative process, as well as networking opportunities and exposure to important issues before Congress. While the internship is unpaid, college credit is available. Both part-time and full-time applicants will be considered. Florida ties preferred, but not required. To apply, please email a current resume, cover letter, and writing sample (500 words) with the subject line “Spring Internship” to FL12Resumes@gmail.com.

MEM-409-15 Congressman Vern Buchanan (R-FL-16) has full-time and part-time, unpaid **internships** available for the spring session (December - May) in his Washington, DC office. Duties include but are not limited to answering telephones, greeting visitors, conducting tours of the Capitol, researching legislative issues and writing letters. There will also be opportunities to experience Washington DC and attend briefings, classes and hearings.

Qualified candidates should possess excellent organizational and communication skills, should have a positive attitude, and a strong work ethic. Although internships are unpaid, our office is happy to fill out any necessary forms for students to receive credit at their respective college or university.

All interested individuals should submit a cover letter and resume to sheila.heiman@mail.house.gov with “2015 Spring Internship” in the subject line. Include in your cover letter why you would like to intern for Congressman Buchanan’s Washington Office, why you believe you are qualified, and your availability. Potential candidates will be contacted via email.

MEM-408-15 The Office of Congressman Raul Ruiz (CA-36) seeks highly-motivated, qualified **interns** with excellent research and communication abilities to join his District offices in Palm Desert and Hemet, California as part of the Spring 2016 Congressional Internship Program. Although congressional interns are unpaid

they are considered an integral part of the office and are given an opportunity to expand their knowledge about public policy and the legislative process.

Congressional intern responsibilities may include, but are not limited to, conducting research for staff members, assisting staff at community or public events, attending meetings, transcribing documents, and providing general constituent services in the form of answering phone calls. Congressman Ruiz's internship program also features staff-lead workshops designed to develop essential and professional skill that students may apply in any setting.

Students interested in applying for a congressional internship in one of the offices of Congressman Raul Ruiz have the opportunity to apply to the Spring 2016 session. Applications will be accepted on a rolling basis. Prospective interns should complete an internship application (available here:

<https://ruiz.house.gov/services/internships>), attach their resume, and submit to Tony Aguilar at tony.aguilar@mail.house.gov

MEM-407-15 The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time winter/spring **interns** for his Washington, D.C. office. Applicants should possess conservative values and hold strong written and verbal communication skills. Position duties include: attending Congressional hearings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

While this is an unpaid internship, we are happy to work with current students looking to receive college credit for their internship. Recent graduates are welcome to apply. Interested applicants should send their resume and availability to Rachel.Long@mail.house.gov. Please use "2016 McClintock Internship" in the subject line. No phone calls, drop-ins, or faxes, please.

MEM-406-15 The Office of Congresswoman Susan W. Brooks (IN-05) is seeking full-time and part-time **interns** in her Washington, D.C. office. The internship would take place over the Spring term, beginning in January and lasting through May (start and end dates flexible). The office is looking for both legislative and press interns. Legislative responsibilities include researching legislation for the Member and legislative staff, answering constituent letters on various issues before the House, and leading U.S. Capitol tours. Press responsibilities include assisting the communications director with gathering news clips, drafting releases, and maintain social media. Interns will also partake in administrative duties such as answering phones and maintaining the office's constituent database. Candidates should be motivated and have a desire to learn about the legislative process. Strong verbal and interpersonal skills required. Indiana ties preferred, but not required. If interested, please submit an application on our website, susanwbrooks.house.gov. Please refer to the "services" tab, click on internships, and submit your application. In the comments section, please indicate whether you are interested in legislative, press, or both. Any questions can be directed to mimi.strobel@mail.house.gov.

MEM-405-15 The Office of Majority Whip Steve Scalise (LA-01) is seeking **interns** for Winter and Spring. Interns will be placed on a rotational program through both the leadership and personal offices of Congressman Scalise. Previous Hill internship experience and/or Louisiana ties are preferred, but not required. Please send any resumes and cover letters to John Woodard at John.Woodard@mail.house.gov.

MEM-404-15 The Washington, DC office of Congresswoman Lucille Roybal-Allard is seeking motivated, organized, and reliable individuals to fill winter/spring **internship** positions. 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. Spanish-fluency, California ties, and full-week availability are all plusses. Please send a résumé, cover letter, a short writing sample (no longer than one page), and dates of availability to jhostyn.duval@mail.house.gov with “Intern” in the subject line.

MEM-403-15 The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Spring 2016.

The ideal candidates will interact well with constituents, be able to multitask, and have a strong interest in public service. Excellent research and writing skills are crucial. Arizona ties are a plus, but not required.

Interns will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities include answering the phone, guiding tours of the Capitol, assisting with constituent correspondence, and attending briefings and hearings. Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Interested applicants should send a cover letter, resume, and a 2-5 page writing sample to AZ07Internships@mail.house.gov with the subject line “Name—Spring Internship Application.” Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. Interns will begin early to mid-January, depending on their availability, and end in mid-May. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.