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INTERNSHIP VACANCY LISTING
Week of March 14, 2016

- MEM-102-16** The Washington, D.C. Office of Congresswoman Maxine Waters (CA-43) is seeking unpaid full time, part time, and press **interns**. Responsibilities will include, but not limited to, answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Press interns will work with communications staff to create digital content, develop press clips, collect and distribute news clips, draft press releases, and manage a nationally engaging social media platform. Candidates should possess interest in the legislative process, excellent communication skills, attention to detail, and a sense of humor. California ties encouraged, but not required. Undergraduate and graduate students welcome to apply. Applicants should send a cover letter, resume, three references, and two writing samples to Joseph Sweiss at Joseph.Sweiss@mail.house.gov.
- MEM-101-16** The Washington, D.C. office of Congressman Dan Donovan (NY-11) is seeking applications for full-time unpaid **interns** for the summer session. Applicants must be willing to work 4-5 full days per week. The internship is scheduled to run from June to August, but the months of the internship can vary depending on the

availability or school schedule of the applicant, if need be. Candidates should possess interest in the legislative process, excellent organizational and communication skills, and attention to detail. Responsibilities include, but are not limited to, answering phones, talking with constituents, scheduling and giving tours of the U.S. Capitol, attending and summarizing briefings and hearings for legislative staff, and supporting the office with any additional duties. Interested candidates should email a current resume and a list of 3 references with the subject line "Summer Internship" to NY11Resumes@mail.house.gov.

MEM-100-16 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a full-time **intern** or fellow for our Washington, D.C. office for the summer 2016 session.

Candidates should be well organized, have good oral and written communication skills and a positive attitude, and possess a strong interest in learning about the political process and congressional affairs. A background in national security issues in the Middle East and/or East Asia is strongly preferred. Graduate students and undergraduates are both welcome to apply.

The intern will support the legislative team on the Congresswoman's work on the House Armed Services Committee, as well as assist in the day-to-day operations of the office by supporting members of staff with constituent services, 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-099-016 The Office of Rep. Scott Rigell (VA-02) is seeking politically Conservative unpaid Summer 2016 **interns** in their Washington, DC, office to begin in May and continue through August. The Office seeks an outgoing, enthusiastic person with at least 3 days/week availability who would like experience working in a Congressional Office. Virginia ties are a plus but not required. Interested persons should submit resume to Julie.Moorhead@mail.house.gov.

MEM-096-16 Senior, Progressive, Democratic Member has an opening for an unpaid, **Legislative Fellow** to assist the Member and legislative team with education, women, poverty, and veterans' policy.

Strong writers, with the abilities to learn quickly, multi-task, and work independently in a fluid environment are ideal candidates. In particular, applicants with great interpersonal skills and good humor are welcome. Applicants must be available to begin immediately. Women and minorities are encouraged to apply.

No phone calls or drop-ins; please email a cover letter and resume to leg.job@mail.house.gov. The deadline for applications is 12 p.m. (noon) Friday, March 18th.

MEM-095-16 The Washington, D.C. office of Congresswoman Louise Slaughter (NY-25) is seeking a full-time press **intern** to work with the communications team in the Congresswoman's personal and Rules Committee offices for the Summer 2016 semester.

The press intern will work directly with an award-winning communications staff to carry out responsibilities including – but not limited to – creating digital content, developing press lists, collecting and distributing press clips, drafting press releases, and contacting reporters. Special skills such as photography or graphic design are a plus. Standard schedule begins with aggregating news clips at 8:00 am and ends at 4:00 pm.

Congresswoman Slaughter is the top Democrat on the House Committee on Rules. The Rules Committee determines the parameters of debate for all major legislation before it can be considered on the House Floor and is a hotbed of activity.

Applicants should e-mail a cover letter, resume, and a short writing sample, and if applicable, a portfolio sample to Frances Carrion at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Frances at 202-225-3615 with any questions.

MEM-094-16 The office of Congressman Bill Posey [FL-08] is currently seeking highly motivated and organized applicants for a full-time or part-time unpaid **internship** for the 2016 summer internship program. The internship is scheduled to run from May to August, but the months of the internship may vary depending on the availability or school schedule of the applicant. The internship program is open to college students and recent graduates who are interested in learning more about our country's legislative process and the day-to-day operations of a congressional office. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Florida ties are preferred, but are not required. The deadline to apply is April 1, 2016. If interested, please send a resume to FloridaConservativeRepublican@gmail.com with "2016 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-090-16 The Office of Congressman Jody Hice (GA-10) is seeking full-time and part-time interns for our Summer **internship** program. Intern responsibilities include but are not limited to answering phones, conducting tours of the U.S. Capitol, researching legislation, assisting with mail distribution, attending briefings,

drafting constituent correspondence letters, and assisting staff with special projects. Applicants should be public policy oriented, organized, hardworking, well-mannered, and enthusiastic. Although the internship is unpaid, interns will earn on-the-job experience and learn the ins and outs of a U.S. House of Representatives Congressional office. Georgia ties preferred but not required. Interested applicants please send resume and cover letter to: Nadgey Louis-Charles at Nadgey.Louis-Charles@mail.house.gov. In the subject Line please put First Name Last Name: Summer Internship Application. Deadline is March 31st.

MEM-086-16 The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Summer 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— Summer Internship Application." Cover letters should include days and times the applicants will be available during the internship period; writing samples may be excerpts of larger works. Interns will begin early to mid-May, depending on their availability, and end in mid-August. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.

MEM-084-16 Progressive Maryland Democrat seeks qualified **interns** to join her District office for unpaid Constituent Services and Outreach internships during the Summer 2016 term.

Constituent Service Internship - Constituent Service Interns will work in the District office to assist Constituent Service Representatives. Responsibilities include assisting with constituent files, gathering information from federal agencies, and answering constituent calls. S/he will monitor congressional inquiries through online databases.

Outreach Internship - The Outreach Intern will work in the District office supporting the team with a variety of outreach projects and activities, including event planning, and advocacy communications. The Outreach Intern also conducts project research using the web and traditional sources such as booth set up at events. S/he helps develop several databases and lists of state, local/civic, and federal organizations and government agencies. S/he must monitor local and

national media through print, online/blog and television news media. The Outreach Intern also responds to outreach-related initiatives and assists with general outreach efforts.

Ideal candidates for both positions will be detailed oriented, well organized, and able to conduct research. Interns should also possess strong written and verbal communication skills in a professional setting. Undergraduates and recent graduates of any major with ties to Maryland are strongly encouraged to apply. Please email a resume, cover letter stating your availability, and a one page writing sample by Friday, April 8, 2016 to internship.md04@mail.house.gov.

MEM-083-16 Progressive Maryland Democrat seeks qualified **interns** to join her Washington, D.C. office for an unpaid legislative internship during the Summer 2016 term. Applicants should have a familiarity with the legislative process and have a desire to learn while being a part of a hardworking team. Ideal candidates will possess strong writing and verbal communication skills, a demonstrated interest in legislative issues, the ability to multi-task and conduct research, and an enthusiastic attitude. Interns will have the opportunity to assist staff with legislative and scheduling projects, attend briefings and hearings, draft memos, sort and distribute mail, and give Capitol tours. Candidates with Maryland ties are strongly encouraged to apply. Please email a resume, cover letter stating your availability, and a brief and a one page writing sample by Friday, April 8, 2016 to internship.md04@mail.house.gov.

MEM-082-16 The Democratic office of the Committee on House Administration seeks energetic and self-motivated undergraduate or graduate level students as well as recent graduates with an interest in government and public policy to apply for its 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), elections oversight, member services, and other projects as well as providing general front office support. Please note that this is an unpaid internship. Interested applicants should send a cover letter, resume, and available hours to intern.CHADEM@mail.house.gov with the subject headline, "CHA Dem Internship."

MEM-081-16 Rep. Xavier Becerra is looking for **interns** for his Leadership office to begin March or April. 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-080-16 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a full-time **intern** or fellow for our Washington, D.C. office for March through May 2016. We are also accepting candidates for the summer 2016 session.

Candidates should be well organized, have good oral and written communication skills and a positive attitude, and possess a strong interest in learning about the political process and congressional affairs. A background in national security issues in the Middle East and/or East Asia is strongly preferred. Graduate students and undergraduates are both welcome to apply.

The intern will support the legislative team on the Congresswoman's work on the House Armed Services Committee, as well as assist in the day-to-day operations of the office by supporting members of staff with constituent services, 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-079-16 Democratic Congressman seeks applicants for full- or part-time unpaid press **internship** for Summer 2016. Duties will include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, maintaining website, and assisting with the office day-to-day-communications operation. Applicants should have a strong interest in political communications, news media, or journalism. Please send resume, cover letter, and writing sample to MD06.Internships@mail.house.gov by March 24th with "Summer Press Internship" in the subject line.

MEM-078-16 Democratic Congressman seeks applicants for full- or part-time unpaid Congressional **internship** for Summer 2016. Duties include conducting legislative research for staff, drafting memos on hearing and briefings, assisting with front office duties, answering constituent correspondence on matters related to the House, 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 to

MD06.Internships@mail.house.gov by March 24th with “Summer Congressional Internship” in the subject line.

MEM-077-16 Congressman Benishek from Michigan’s First District seeks unpaid **interns** to fill positions for March through May 2016. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred. Please e-mail your cover letter, resume, and references to Samuel Grossman at samuel.grossman@mail.house.gov.

MEM-075-16 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, 3 references, and dates of availability to Andrew.Heineman@mail.house.gov with “Internship” in the subject line.

MEM-073-16 California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time spring semester **internship** between March and May. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Intern responsibilities will vary, and range from answering phones, legislative research for the Member and legislative staff, attending hearings and briefings, and organizing constituent letters on various issues before the House. Applicants should have strong communication skills, professional demeanor, and the ability to multi-task under pressure.

The internship is unpaid, although interns will gain valuable Hill and office experience as well as have access to many unique Hill opportunities. Congressman Huffman represents California’s 2nd congressional district, which extends along the Pacific coast, from the Golden Gate Bridge to the Oregon border. California ties are preferred, but not necessary.

Please send a resume, cover letter, and dates of availability to DCInternship.Huffman@mail.house.gov. Please no drop bys, phone calls, or emailing staff members.

- MEM-072-16** The office of Congressman Bill Johnson (R-OH) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for the 2016 Summer internship program. The internship is scheduled to run from May 16 to August 19. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to intern.oh06@gmail.com with "2016 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.
- MEM-070-16** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for summer 2016 **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. 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-068-16** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for the summer 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 intern 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 with "Communications Intern" in the subject line. No phone calls, please.
- MEM-067-16** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time legislative **intern** for her Washington D.C. office for the summer of 2016. Ideal candidate would be professional, dependable and possess a strong work ethic and writing skills. 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 with "Legislative Intern" in the subject line. No phone calls, please.

MEM-064-16 The Washington D.C. office of Congressman Keith Ellison seeks unpaid **interns** to fill positions for spring 2016. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, planning events, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit and recent graduates. Minnesota ties strongly preferred. If interested, please send resume, cover letter, and two writing samples to hassan.ali@mail.house.gov for internships in Washington, DC.

MEM-063-16 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a full-time **intern** or fellow for our Washington, D.C. office for mid-February through May 2016. Candidates should be well organized, have good oral and written communication skills and a positive attitude, and possess a strong interest in learning about the political process and congressional affairs. A background in national security issues in the Middle East and/or East Asia is strongly preferred. Graduate students and undergraduates are both welcome to apply.

The intern will support the legislative team on the Congresswoman's work on the House Armed Services Committee, as well as assist in the day-to-day operations of the office by supporting members of staff with constituent services, 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-062-16 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office starting mid-March. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with

scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-061-16 The Office of Congressman Reid Ribble is seeking qualified candidates to **intern** in our Washington, D.C. office starting in May 2016. We are interested in candidates of all academic disciplines. Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned. Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment.

This is an unpaid position. If candidates have any questions or wish to apply, please send a cover letter, resume and writing sample to Maggie.Woodin@mail.house.gov.

MEM-060-16 Congressman Benishek from Michigan's First District seeks unpaid **interns** to fill positions for May through August 2016. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred. Please e-mail your cover letter, resume, and references to Samuel Grossman at samuel.grossman@mail.house.gov.

MEM-058-16 Florida Republican is seeking **interns** to start immediately through May 2016. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituents services in the form of answering phone calls and sorting mail, leading Capitol tours,

conducting research for staff members, drafting constituent correspondence, and attending hearings. Florida ties are a plus but not a requirement. This internship is unpaid, however, individuals will gain invaluable work experience. Please send a resume to FloridaConservativeRepublican@gmail.com with subject line "Intern" for consideration.

MEM-056-16 The Washington, D.C. office of Representative Buddy Carter (GA-01) is currently seeking applicants for the spring semester. **Internships** are available to qualified college students seeking college credit or recent college graduates. Positions are unpaid and serve to provide professional and educational value to participants as well as an understanding of our federal legislative process. Georgia ties are preferred, but they are not required. Responsibilities include but are not limited to: providing tours of the Capitol, answering phones, helping staff process constituents' mail and inquiries. Other responsibilities may include assisting staff with legislative research, writing meeting briefings, and attending committee hearings. Candidates should possess an interest in the legislative process, strong communication skills, along with motivation and organization. If you are interested in being considered for an internship, please send your resume, cover letter, and any relevant writing samples to Hart.Thompson@mail.house.gov. No drop-ins please.

MEM-055-16 Democratic Leadership Office seeks highly motivated, part-time or full time **interns**. Intern responsibilities include administrative duties and a few legislative duties as necessary. Administrative support includes sorting mail, preparing briefing binders, setting up events, and other special projects as assigned by staff. The position requires the ability to multitask, strong organizational skills, and a desire to work in a fast-paced environment. The internship is unpaid, but interns will gain valuable Capitol Hill experience in a Democratic Leadership office.

Please send a resume and cover letter to deminternship2016@gmail.com. Please no drop bys, phone calls, or emailing staff members.

MEM-053-16 Congressman Bruce Westerman (AR-04) is currently accepting applications for his Spring and Summer 2016 **internship** program in his Washington, D.C. and Hot Springs offices. He is seeking highly qualified candidates who are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. In the DC office, responsibilities will include answering the phone, giving tours of the Capitol, assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Although internships are unpaid, the office is happy to fill out any necessary forms for students to receive credit at their respective college or university. Arkansas ties are preferred, but not required. Interested candidates should email a resume and cover letter to Jordan.Garcia@mail.house.gov.

- MEM-052-16** Democratic Member of Congress on the Energy & Commerce Committee 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. Pacific Northwest ties are preferred. Please send a resume, cover letter, and writing sample to andy.hackbarth@mail.house.gov.
- MEM-049-16** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office. 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 intern 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-045-16** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Summer 2016. 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 times available (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.
- MEM-043-16** Democratic Leadership Office seeks highly motivated, part-time or full time **interns**. Intern responsibilities include administrative duties and a few legislative duties as necessary. Administrative support includes sorting mail, preparing briefing binders, setting up events, and other special projects as assigned by staff. The position requires the ability to multitask, strong organizational skills, and a

desire to work in a fast-paced environment. The internship is unpaid, but interns will gain valuable Capitol Hill experience in a Democratic Leadership office. Please send a resume and cover letter to deminternship2016@gmail.com. Please no drop-ins, phone calls, or emailing staff members.

MEM-040-16 Congressman John K. Delaney (MD-6) seeks full time press **intern** for Spring 2016. Press intern will work directly with Communications Director. Ideal candidate must possess strong writing skills and ability to work in fast-paced environment. Experience with graphic design and database management is a plus. Responsibilities include drafting releases and related press materials, monitoring social media, research and staffing events. Position is unpaid but a successful candidate will have opportunity for promotion. No calls or drop-ins, applicants should send resume and writing sample to will.mcdonald@mail.house.gov. Women and minorities are encouraged to apply.

MEM-038-16 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 this summer. 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-036-16 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-035-16 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-034-16 Congressman French Hill (AR-02) has available immediately full-time and part-time **internships** in his Little Rock, Arkansas, and Conway, Arkansas offices. Interns will have the opportunity to work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress.

Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, and assisting staff with administrative tasks. Interns also will have the opportunity to conduct research, assist with correspondence, and attend press and other events.

Successful interns will be self-starters, take and listen to direction, and be able to work both independently and as part of a team. Successful intern candidates will demonstrate a positive attitude, strong work ethic, dedication to constituent service, and excellent written and oral communication skills. Candidates also should have a working knowledge of current events and policy topics along with social media and other communications experience. Arkansas ties are strongly preferred.

Interested candidates should send their resume and cover letter to ar02.applications@mail.house.gov.

MEM-033-16 Congressman French Hill (AR-02) has available immediately full-time and part-time legislative press **internships** in his Washington, D.C. office. Interns will work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the communications process and the U.S. Congress.

Intern responsibilities include working directly with our communications team, greeting constituents, answering constituent phone calls, opening and sorting mail, guiding U.S. Capitol building tours, and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, and press events.

Successful interns will be self-starters, take and listen to direction, and be able to work both independently and as part of a team. Successful intern candidates will demonstrate a positive attitude, strong work ethic, dedication to constituent service, and excellent written and oral communication skills. Candidates also should have a working knowledge of current events and policy topics along with social media and other communications experience. Arkansas ties are strongly preferred.

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Interested candidates should send their resume and cover letter to ar02.applications@mail.house.gov.

MEM-031-16 The Office of Congressman Jody Hice is seeking 2016 Spring **Interns**. Applicants should be motivated, detail-oriented, and energetic individual with excellent oral and written communication skills. Individuals should demonstrate strong interpersonal skills and ability to manage multiple tasks, possess strong computing skills, and have a sound work ethic. Intern responsibilities include but are not limited: to answering and screening telephone calls, greeting constituents and visitors, giving tours of the Capitol, monitoring media hits, writing constituent letters, assisting with the planning, preparation and execution of Member events and appearances, assisting staff with special projects, research and assignments, and other duties as necessary. Although the internship is unpaid, interns will gain valuable firsthand experience in a Congressional setting. Hours are flexible, and can be shaped around class and work commitments. Interested applicants should fill out the application below and send their Resume and Cover

letter to: Nadgey.Louis-Charles@mail.house.gov. In the subject Line please put First Name Last Name: Internship Application.

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.