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INTERNSHIP VACANCY LISTING

Week of August 22, 2017

MEM-303-17 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking a Fall **intern** to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

MEM-301-17 The Office of Congressman Al Green is seeking full-time and part-time **interns** for his Washington, D.C. office for the fall. Candidates must be students able to receive academic credit for their internship. Candidates must possess strong research and writing skills, as well as an ability to meet deadlines and multi-task

in a fast-paced, high-energy environment. The ideal candidate will also have a strong interest in public policy. Duties will include, but are not limited to, the following: Attending policy briefings, hearings, roundtables, and other policy-related events; drafting memos and talking points; researching policy issues and statistics; tracking legislative debates and policy positions of external stakeholders; and answering phones, and miscellaneous tasks as needed. Please send a resume and 1-2 page writing sample to TXResumeInbox@mail.house.gov, with the subject line “2017 Fall Internship.” This position is unpaid. We will accept applications on a rolling basis until the positions are filled. Please no phone calls or walk-ins.

MEM-300-17 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Fall 2017 **internship** program in Washington, DC. Intern responsibilities include greeting constituents, drafting constituent correspondence, assisting the Communications Director with various projects, attending briefings and writing memos for legislative staff, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for learning. Ties to Maryland strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability with the subject line “Fall 2017 Internship” to Lucy Shaw at lucy.shaw@mail.house.gov.

MEM-298-17 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Fall semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to adrienne.schrodt@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-297-17 The office of Congressman Jeb Hensarling (TX-05) is seeking capable, detail-oriented, and responsible candidates for an unpaid **internship** in their Washington, D.C. office this fall. Responsibilities include greeting visitors, taking phone calls, giving tours of the Capitol to constituents, sorting mail, and assisting the staff with various administrative and legislative tasks.

Candidates should demonstrate excellent organizational and interpersonal skills, as well as a strong work ethic and positive attitude. Interns will have the opportunity to learn a great deal about the political process and our system of

government. Hours for interns are 8:30am to 6:00pm when Congress is in session, and 9:00am to 5:00pm out of session, Monday through Friday.

Interested candidates should email a resume and cover letter to Hensarling.Tours@mail.house.gov. Use the subject line: Fall 2017 Internship Application. Texas ties are strongly preferred.

MEM-296-17 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for fall 2017 (September - December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for college students or recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to timothy.huebner@mail.house.gov.

MEM-294-17 North Carolina Democratic Member of Congress is seeking an unpaid **press intern** for the Fall Semester in the Washington, D.C. office. The ideal candidate will have graphic design experience, excellent oral- and written-communication skills, and be able to work effectively under deadlines. The press intern will work closely with the communications staff in preparing graphics for use on social media, compiling press clips, assisting with pitching, preparing research, and writing speeches. The press intern will also assist with other administrative office duties as needed. North Carolina ties are appreciated but not required. All interested candidates should email nchousejobs@gmail.com with the subject "Press Intern" and include their resume, a cover letter, one writing example, and a sample graphic.

MEM-293-17 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** in Washington, DC for Fall 2017. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to:

Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available beginning immediately. To apply, please send a resume and a cover letter to:

Alex.Huang@mail.house.gov. Please indicate expected dates and hours available to work in your cover letter.

MEM-290-17 Congressman Pete Olson's Washington DC office is currently accepting **internship** applications for the Fall semester. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Interns will gain first-hand experience assisting with community inquiries, casework with federal agencies, provide Capitol tours, and legislative research, as well as attending Congressional events like briefings, hearings, and meetings. All interested applicants should e-mail their resume and cover letter to Keeley Tenney at TX22internships@mail.house.gov.

MEM-289-17 The Office of Congressman John Faso (NY-19) is accepting resumes for **internships** in the Washington, DC office.

This internship is available starting in mid-August, 2017 and is unpaid. It is open to all majors and class years. New York ties are preferred.

The duties and responsibilities of the internship include:

- Constituent Relations: Answering phone calls in a kind and professional manner, responding to mail, and greeting guests in the office;
- Attending and preparing summaries on hearings, briefings, and markups;
- Drafting reports and correspondence as necessary;
- All other duties as assigned.

This intern will be assisting the residents of New York's 19th Congressional District with their issues regarding legislation. It is required that the intern will field calls from constituents and will be expected to register those calls into our database for the Congressman's review. This intern may be asked to aid members of the staff and Congressman Faso.

A good candidate for this internship should possess:

- Strong interpersonal communication skills;
- Knowledge of current events and national issues;
- The ability to multi-task;
- A positive attitude, good work ethic, and dedication to the task at hand;
- Interest in helping others;
- Basic computer skills.

Candidates who fit the above description and wish to apply for this internship may send their resume and cover letter to: regan.delaney@mail.house.gov.

MEM-287-17 Congressman French Hill (AR-02) is currently seeking **interns** to work in his Washington, DC office for the fall semester. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding 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. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience are a plus.

Those interested should please send resume and cover letter to ar02.applications@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. All internships are unpaid, but academic credit is available for qualifying students. State ties preferred but not required.

MEM-285-17 The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns** for this Fall. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to Drew.Nirenberg@mail.house.gov.

MEM-283-17 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for Fall 2017. 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 congressional staff with press clips and constituent communication. The intern will also 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 to HI02Internships@mail.house.gov. No calls or walk-ins please.

MEM-282-17 The Office of Congresswoman Ann McLane Kuster (NH-02) is seeking **interns** interested in gaining hands-on experience in her Washington, D.C. office for the fall of 2017 Semester.

Qualified interns are able to actively observe the legislative process while participating in the administrative operations of a Congressional Office. Interns will have the opportunity to expand their knowledge about public policy and the legislative process by attending hearings, briefings and receptions while also providing support to the legislative team. Interns also work directly with constituents through answering phone calls, drafting correspondence letters, responding to emails, and giving Capitol tours. Interns are encouraged to further their education in legislative issues they find most interesting and are often asked to provide direct support to legislative staffers in the research and analysis of these issues.

Responsibilities will consist of administrative, communications, and legislative support tasks, including but not limited to:

- Guiding tours of the U.S. Capitol
- Researching relevant legislative issues
- Attending hearings and briefings on behalf of staff as requested
- Performing general office and administrative duties and assisting with front office management
- Drafting constituent correspondence
- Inputting and organizing constituent communication

This position is unpaid. Qualified candidates should have a strong interest in political events, office experience, excellent writing and communication skills, attention to detail, initiative and the ability to learn quickly in a fast-paced environment. New Hampshire ties are welcomed but not required.

Resume and cover letter should be sent to Eliza Cowie, Staff Assistant, at eliza.cowie@mail.house.gov.

MEM-281-17 Congressman Michael E. Capuano (MA-07) is looking for **interns** to join his Washington, D.C. team for a full-time, unpaid internship during fall, for a duration of three months or longer.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential.

Main responsibilities include: answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to assisting staff with more complex, legislative projects. Candidates with Massachusetts ties and previous

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

MEM-280-17 The Office of U.S. Rep. Justin Amash is seeking bright, liberty-minded students to **intern** for the spring, summer, and fall semesters.

Regular hours for interns in the Washington office are 9 a.m. to 6 p.m. on voting days and 9 a.m. to 5 p.m. on nonvoting days. The office may accommodate interns who are available only part time.

Successful applicants will have a positive attitude and friendly demeanor, possess excellent written and verbal communication skills, and demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution.

Responsibilities in the Washington office may include leading U.S. Capitol tours, answering phones, attending legislative briefings and other meetings, entering data, and assisting staff with legislative research and correspondence. Interns will have the opportunity to interact with Rep. Amash on a daily basis and will learn about the legislative process and the many other functions of a congressional office.

To apply for an internship, please contact our office at mi03.internship@mail.house.gov.

Required application materials include a *résumé*, *cover letter*, and *two short writing samples*. Cover letters should note availability (full or part time) and the semester of interest.

Please include "Rep. Amash internship - Washington" in the subject line for all Washington, DC, internship applications.

MEM-278-17 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking a spring **intern** to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com by September 30, 2017. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

MEM-277-17 U.S. Rep. Lloyd Doggett (D-Texas) is seeking fall **interns** for his Washington office. Spanish skills and Texas connection a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Fall Internship application. No drop-ins please.

MEM-276-17 **Legislative Fellow**

CORE RESPONSIBILITIES:

- to work on issues related to the economy, housing and financial services under the supervision of the Legislative Director.
- to monitor legislative developments within Committees and on the House floor;
- to write Floor speeches for the Member
- to draft constituent correspondence for the Member; and
- to meet with constituents and special interest groups on behalf of the Member.

QUALIFICATIONS:

- in an official fellowship program;
- strong academic credentials;
- strong leadership and organizational skills;
- excellent oral and written communication skills;
- thorough knowledge of the legislative process;
- ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- ability to work cooperatively and courteously with others;
- ability to work well under pressure;
- commitment to inclusive prosperity and economic opportunity;
- thoroughness and careful attention to detail; and
- availability to work long hours and at night.

DUTIES:

- formulates legislative initiatives for assigned issue areas which includes:
 1. devising a legislative plan;
 2. drafting the plan into legislative form;
 3. planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is an amendment);
 4. gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
 5. working with committees on legislation;
 6. coordinating legislative support to get the bill passed in the House.

- tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;
- monitors legislative developments within committees;
- manage the Congressman's small business portfolio and may work on other issues based on interest;
- plans and coordinates co-sponsorship and support of other legislation;
- monitors legislation on the House floor, providing the Member with information on each vote;
- writes Floor speeches for the Member;
- if assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- performs special projects assigned by the Member or Chief of Staff/Administrative Assistant;
- meets with constituents and interest groups;
- answers constituent letters and helps constituents on federal matters; and
- performs other duties as assigned.

This is an unpaid position usually filled by someone in an official fellowship program. The fellowship is available starting in August/ September with flexibility on the end date. To apply, send an email with your cover letter inserted into the text of the email and attach your resume and a short writing sample (with your name saved in the title of both attached documents) to Position.MN05@mail.house.gov. No phone calls or drop-ins.

MEM-270-17 North Carolina Democratic Member of Congress is currently seeking **interns** for the Fall Semester in the Washington, DC office. Although all internships in all offices are unpaid, students gain invaluable work experience. Our interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Students will be supervised by the DC Office Staff Assistant, who will train them to perform the aforementioned responsibilities. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works.

Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment.

Please apply by emailing a resume and cover letter to nchousejobs@gmail.com.

- MEM-269-17** The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Fall 2017 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the mail that the office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at www.jones.house.gov by August 25, 2017.
- MEM-268-17** Congressman John Conyers, Jr. (MI-13), Dean of the House of Representatives, Ranking Member on House Judiciary Committee, and longtime advocate for Dr. Martin Luther King, Jr.'s vision of "Jobs, Justice, and Peace," seeks full-time or part-time unpaid **interns/fellows** with interest and/or background in macroeconomic policy, in particular a focus on promoting a full employment economy (see goo.gl/QP5xLV); AND/OR interest and/or background in international relations and a deep commitment to promoting de-escalation of conflict abroad through diplomatic engagement. While absolutely not required, grassroots advocacy experience, web design skills, foreign language skills (particularly Spanish, Haitian Creole, Portuguese, Arabic, Russian, or Korean), and/or graduate degrees in a relevant field are preferred. The position will include significant research, writing, event planning, and creative thinking to advance Congressman Conyers' agenda. This is a policy-oriented position -- administrative tasks will be kept to a minimum. To apply, send a resume and brief cover letter (and, if possible, a brief writing sample on a relevant topic), highlighting your passion, relevant experience, and potential work availability to JobsJusticePeace2017@gmail.com. Women, minorities, immigrants, individuals with disabilities, individuals from economically disadvantaged backgrounds, and veterans are strongly encouraged to apply. If you are not sure whether you are qualified, but are interested, please do not hesitate to apply.
- MEM-265-17** Congressman Ron Estes (KS-04) is currently seeking intelligent, hard-working college students to serve as fall **interns** in his office. Interns in the Congressman's

office will have the opportunity to witness legislative process, give Capitol building tours, and attend briefings. Send cover letter and resume to Elizabeth.Diohep@mail.house.gov with subject line "Estes Fall Internship." Please save cover letter and resume in a single file (pdf preferred) and name the file "First name, Last name." The deadline to apply for the fall is August 10st, 2017.

MEM-264-17 The Washington D.C. office of Congressman Tom Reed is currently seeking full – or part – time **interns** for the Fall 2017 semester. Ideal candidates should be professional, dependable, and possess strong communication skills. Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearing and briefings, and other legislative projects. Internships are unpaid, but are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. New York ties are a plus, but not required. Interested applicants should send their resume and cover letter with the subject line “Fall Internship” to samara.brown@mail.house.gov.

MEM-263-17 Vice Chairman of House Foreign Affairs Committee and House Armed Services Committee Member seeking qualified **Intern** to begin immediately.

The Office of Congressman Paul Cook (CA-District 8), Vice Chairman of House Foreign Affairs Committee and member of House Armed Services Committee and House Natural Resources Committee, is pleased to announce vacancy for the position of Intern to begin August 2017 or as soon as possible. This opportunity will provide college level students or recent graduates hands on work with legislation regarding foreign policy, international relations, military affairs, and defense policy in a moderate Republican office. Interns will learn about the intricacies of the legislative branch and how the House of Representatives operates by attending hearings with the Congressman and preparing key research and legislation that the Congressman will review, in addition to other tasks listed below.

Responsibilities:

- Explore policy ideas and perform research projects
- Attend Congressional Hearings
- Work with staff on legislative research and drafting
- Answering telephones
- Lead constituent tours
- Other tasks as needed

Qualifications:

- Good oral and written communication skills
- Ability to work in a group or with constituents and remain professional and courteous at all times.

- Good organizational skills
- Responsible and dependable
- Eager to learn attitude

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

MEM-262-17 The Office of Congresswoman Norton (DC-00) has openings for full-time and part-time Congressional **interns**. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. Washington D.C. ties are required. Internships begin late August, early September. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to Camilo.Manjarres@mail.house.gov.

MEM-261-17 The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2017. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in September until the end of December. First priority will be given to applicants who can work full-time. Please send resume, cover letter and work availability with the subject line "Fall 2017 Internship" to fl.demresume@gmail.com. Florida ties are a plus, but are not required.

MEM-259-17 The office of Congressman Robert Pittenger is currently accepting applications for **interns** for this Fall. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to Drew.Nirenberg@mail.house.gov.

MEM-258-17 Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internship** for Fall 2017. The internship is scheduled to run during August through December, depending on the availability of the applicant.

Candidates should possess a strong interest in the legislative process. Strong oral and written skills and close attention to details are imperative. Interns are considered an integral part of the team and will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, and attending briefings and hearings. Congressman Hastings supports students requesting credit for their internship through their school or university. Please e-mail a resume, cover letter, writing sample and dates of availability to internship.alhastings@mail.house.gov with "2017 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-257-17 Alabama Democratic Member of Congress is seeking a hardworking and creative **press intern** to fill a fall position. This is an excellent opportunity for those who are interested in communications, politics, digital media, and press. Intern responsibilities include, but are not limited to, writing e-newsletters, designing and curating social media, drafting press advisories and op-eds, traditional press outreach, and analyzing the results of your work. Successful candidates will possess strong communication skills and an ability to work in a fast-paced environment. The Press Intern will work side-by-side with and report to the Press Secretary. Candidates with one to two years of experience preferred. Please send a résumé, cover letter, and writing sample to Sewell.Press@mail.house.gov, with "Press Intern" in the subject line."

MEM-254-17 The Office of Congressman Dave Loebsack is seeking **interns** for the Fall Semester. The internship will begin in mid/late August and extend through late November/early December. We are accepting both full and part time applicants.

Qualified candidates will possess an interest in the legislative process, good writing and communication skills, and the desire to work in a fast-paced environment. Responsibilities will include: communicating with constituents by phone and mail, leading tours of the U.S. Capitol, administrative support, attending hearings/briefings, and conducting research. Iowa ties are strongly preferred but not required.

Please send a resume, cover letter, and writing sample to LoebsackInternship@mail.house.gov with "Fall Internship" in the subject line.

- MEM-253-17** The House Veterans' Affairs Committee (Majority) is currently accepting applications for full-time **internships** for the Fall 2017 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.
- MEM-252-17** Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to CO01.scheduler@mail.house.gov.
- MEM-251-17** California Republican is currently accepting applications for full/part-time **interns** in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other functions of a congressional office. Internships are unpaid but the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to CAGOPInternship@gmail.com.
- MEM-250-17** Congresswoman Elizabeth H. Esty's Washington, D.C. office is currently seeking unpaid **interns** for fall 2017. Interns will gain valuable exposure to and knowledge of the legislative process, communications, and the United States Congress.

Duties include:

- Drafting constituent correspondence
- Greeting constituents and answering phones
- Drafting constituent outreach materials
- Performing legislative research
- Leading tours of the Capitol
- Attending policy briefings and meetings
- Conducting research and additional tasks to assist the legislative and communications teams

Qualifications: An ardent desire to help others is required. We are seeking hard-working and detail-oriented college students with outstanding communication and time management skills. Applicants should have an ability to work in a fast-paced environment, have basic computer skills, possess excellent writing skills, and have an enthusiastic attitude. Interns are accepted throughout the year on both a full and part-time (at least 15 hours/week) basis. District ties preferred but not required.

To apply for an internship in the DC office, please submit a cover letter, resume, and a brief writing sample (1-2 pages) to Conor.Douglass@mail.house.gov. If you have any questions, please contact Conor Douglass at (202) 225-4476.

We are currently accepting fall 2017 internship applications. The deadline to apply is September 1, 2017.

Internships are available expressly for the purpose of furthering educational objectives; therefore they are unpaid and usually awarded to those enrolled in accredited educational institutions.

Thank you for your interest. We welcome your participation and look forward to receiving your application.

MEM-249-17 Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for the Fall Semester, August through December. Interns will work closely with Congressman Womack's staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also sits on the Budget Committee. Any interested candidates should send a current resume and cover letter to hannah.shea@mail.house.gov.

MEM-248-17 Alabama Democratic Congresswoman Terri A. Sewell is currently seeking full time and part time **interns** for the Fall 2017 semester in her fast-paced Washington, D.C office. Ideal candidates must be highly motivated, have strong writing skills, an ability to multi-task, and a 3.0 GPA or higher. Applicants must also be a rising undergraduate sophomore or higher. Alabama ties are a plus. Job responsibilities include, but are not limited to: legislative research, drafting correspondence, leading Capitol tours, answering phones, and sorting mail. This internship is unpaid. Interested applicants should send a resume, cover letter, and writing sample (500 words or less) to Robert.Nuttall@mail.house.gov. Applicants will be accepted on a rolling basis. No calls or walk-ins please.

MEM-247-17 Congressman Sean P. Duffy is looking for fall **interns**! We are looking for energetic and driven individuals who are eager to learn. Congressman Duffy represents Wisconsin's 7th Congressional District and serves on the House Financial Services Committee as the Chairman of the House Financial Services Subcommittee on Housing and Insurance. The internship program is a very hands-on program where our goal is to make you feel like you are a part of the team and not just an intern whose sole responsibility is to answer phones. The main mission of the program is placement. Our hope is that after our interns leave the program they are prepared to step right into a Staff Assistant or maybe even a Legislative Correspondent position on Capitol Hill. If you are a student or recent graduate and think you would benefit from this opportunity please email your resume and cover letter to Jake Orta, Jake.Orta@mail.house.gov.

DUTIES:

- Provide constituents with tours of the U.S. Capitol
- Responsible for being responsive to constituent inquiries
- Answer telephone calls and respond appropriately
- Complete an intern recap video with the intern team
- Attend briefings, workshops, and/or house learning center classes

CORE RESPONSIBILITIES:

- Legislative Research
- Writing constituent correspondence
- Administrative Duties
- Tours of the U.S. Capitol

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Track record of responsibility
- Exemplifies great customer service

- MEM-246-17** The Office of Congressman Anthony G. Brown (D-MD04) seeks legislative **interns** with excellent oral and written communication skills for Fall 2017 in the Washington, D.C. Office. Responsibilities include compiling research on bills and various issue areas, attending committee hearings and briefings, drafting correspondence and memos, and completing other projects and duties as assigned by the legislative team. Applicants must be able to work both in a group setting and independently. Candidates should have strong organizational skills, a positive attitude and a willingness to learn. Qualified applicants should submit a cover letter, resume, and a writing sample to both hannah.cooper@mail.house.gov and ann.mathew@mail.house.gov with “MD04 Fall Internship” in the subject line. Maryland ties preferred, but not required. No phone calls or drop-ins please.
- MEM-245-17** Representative Steve King (IA-04) seeks **interns** for the Fall Semester. Intern duties include performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, and any other office tasks. Ideal candidates will be flexible, reliable, and have good oral and written communication skills. Preference will be given to Iowa natives and residents of the 4th district, however all are encouraged to apply. This internship is unpaid. Interested applicants should send a resume and cover letter to IA04.Interns@mail.house.gov with “Fall Internship” in the subject line.
- MEM-244-17** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Fall 2017 semester in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line “Fall 2017 Internship” to Nick Vargish at nick.vargish@mail.house.gov.
- MEM-242-17** Nevada Democratic Member of Congress is seeking a hardworking and reliable **press fellow** to fill a summer and fall position. This is an excellent opportunity for those who are interested in communications, including digital design and social media. Intern responsibilities include, but are not limited to, writing press releases, media advisories, op-eds, and social media content creation, and other press tasks as necessary. Successful candidates will possess strong communication skills and an ability to work in a fast-paced environment. Fellow will report to Communications Director. Candidates with one to two years of experience preferred. Please send a résumé, cover letter, and portfolio to Chelsea.Rosenberg@mail.house.gov, with “Press Fellow” in the subject line.

- MEM-241-17** Democratic Congresswoman Jacky Rosen seeks **interns** in her D.C. office. The ideal candidate is a committed and diligent team player with a positive attitude and possesses a high degree of professionalism and maturity. We are looking for someone with strong organizational skills with the ability to multi-task and work cooperatively and courteously with others. Duties include: answering telephone calls, responding to general constituent inquiries and requests for tours, assisting with constituent correspondence and research, and providing administrative assistance to staff team. Undergraduate students or recent college graduates preferred, Southern Nevada ties are a plus. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter to Chelsea.Rosenberg@mail.house.gov. Applications will be accepted on a rolling basis.
- MEM-240-17** The Office of Congressman David Price is currently accepting applications for our fall **internship** program running from August 2017 through the beginning of December. This position requires greeting guests and constituents, answering phone calls, leading Capitol tours, attending hearings, drafting constituent correspondence letters, writing legislative memos, and assisting in general day to day activities. While unpaid, this position ensures a wonderful work environment and will strengthen your understanding of Congress and Washington. The internship program is open to college undergraduates, regardless of major. Qualified candidates will be hard working, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should send a resume, cover letter, and unofficial transcript to nc04.intern@mail.house.gov.
- MEM-236-17** The Office of the House Democratic Caucus Vice Chair is currently accepting applications for a full-time **internship** during the 2017 Fall semester. Successful candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Primary responsibilities will include answering phones, leading Capitol tours, sorting incoming mail, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.
- Interested applicants should send a resume, cover letter, and brief writing sample to lindasanchez.internship@mail.house.gov with "DC Fall 2017 Internship" in the subject line.'
- MEM-234-17** Congressman Ron Estes (KS-04) is currently seeking intelligent, hard-working college students to serve as fall **interns** in his office. Interns in the Congressman's office will have the opportunity to witness legislative process, give Capitol building tours, and attend briefings. Send cover letter and resume to chris.naylor@mail.house.gov with subject line "Estes Fall Internship." Please save cover letter and resume in a single file (pdf preferred) and name the file "First name, Last name." The deadline to apply for the fall is August 1st, 2017.

