



U.S. House of Representatives

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INTERNSHIP VACANCY LISTING

Week of February 8, 2021

MEM-031-21 Congresswoman Lisa McClain (MI-10) is seeking highly motivated, detail-oriented, and energetic applicants for a full-time paid **internship** in Washington, D.C.

Qualified applicants should have strong written and verbal communication skills, the ability to manage multiple tasks, and willingness to learn.

Intern responsibilities include:

- Answering phones;
- Researching legislation;
- Attending virtual hearings and briefings;
- Answering constituent letters on various issues before the House;
- Assisting in various administrative tasks as needed.

As a result, the intern will learn about the legislative process and the many other functions of a congressional office.

Congresswoman McClain supports students requesting credit for their internship through their school or university.

To apply, please email your resume to jacquelyn.eubanks@mail.house.gov and include “Internship Application—Summer 2021” or “Internship Application—Fall 2021” in the subject line. NO drop-ins, please.

This is an in-person internship. Applicants must be willing to wear a mask and adhere to strict social distancing and sanitation guidelines. District and Michigan ties are encouraged but not required.

MEM-030-21 The Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time **intern** for Spring 2021. The intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process.

Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is a U.S. based remote eligible position and will become available first week of March 2021. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to WHEMjobs@gmail.com with the subject line “Spring 2021 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

MEM-028-21 Representative Susie Lee’s office seeks a legislative **fellow** to assist with member’s work on appropriations committee. An emphasis will be placed on candidates who have experience working on environmental and energy policy.

Responsibilities include working with Legislative Director and Legislative Assistants to develop and implement policy goals and objectives. Specific tasks include monitoring legislative developments, introducing legislation, and staffing the Congresswoman in committee hearings. The fellow will also be responsible for interacting and communicating with outside stakeholder groups within the context of the Congresswoman’s legislative agenda. This includes staffing policy-oriented meetings on behalf of the office.

The ideal candidate is collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work in a fast-paced and demanding

setting. Applicants should be able to start immediately and commit through May/June.

Candidates should submit a cover letter, resume, two writing samples, and two references to NV03Resumes@gmail.com with “Legislative Fellow Application” and the first and last name in the subject line. Please submit the cover letter, resume, and two references as one document.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. This is a paid opportunity.

MEM-020-21 Republican Ranking Member of the Energy and Commerce Committee subcommittee on Environment and Climate seeks unpaid graduate **intern**/ fellow.

Duties include performing research, staffing the congressman at hearings, writing memos and op-eds, helping to formulate legislation, and stakeholder outreach.

The ideal candidate will have significant knowledge of environmental/ climate change policies as well as energy policies. This is not an internship for an undergrad. This position requires significant knowledge of research and policy. Internship duration and hours are flexible.

Interested candidate please email a resume along with a relevant writing sample to Kirsten Wing at Kirsten.Wing@mail.house.gov. With Subject Line “Environment Fellow Application Last Name”.

MEM-015-21 The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a spring position. This digital internship program includes the production of high-quality graphics, videos, and demonstratives, as well as rapid response work, post production editing, and livestreaming hybrid/virtual hearings and events.

Candidates must possess STRONG technical skills, advanced creativity, and a high level of attention to detail. Experience in Webex, OBS, Adobe Photoshop, Illustrator, Premier Pro, After Effects, LightRoom, InDesign, and Audition a plus.

Experience in HTML, CSS, hard-skills technology and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary’s Democratic staff internship program will be providing stipends to spring interns, with additional funds provided to interns with additional demonstrated financial need. The Committee strives to

ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Email portfolio and resume to JudPress.Intern@mail.house.gov with DIGITAL INTERN in the subject line. Digital portfolio, including design and technical work, must be included to be considered for the position.

COVID-19 update: Currently, some of our spring internship program will be conducted remotely. However, we ask that all applicants be available to intern in Washington, D.C., as some tasks will be done on site.

MEM-014-21 The House Judiciary Committee Democratic staff are looking for **interns** for the summer semester. The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law.

Intern assignments will vary depending on the work of the Judiciary Committee each semester.

Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The committee will be providing stipends to our summer interns. The deadline to apply for the summer semester is February 15, 2021. To learn more, please apply here: <https://judiciary.house.gov/about/internship-opportunities.htm>

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently planning on having a remote internship for the summer of 2021. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.

MEM-013-21 The House Judiciary Committee Democratic staff are looking for an **intern** to work with our Crime, Terrorism, and Homeland Security subcommittee this spring, with an ideal start date of early February.

The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Subcommittee on Crime, Terrorism, and Homeland Security has jurisdiction over the Federal Criminal Code, drug enforcement, sentencing, parole and pardons, internal and homeland security, the Federal Rules of Criminal Procedure, prisons, and criminal law enforcement.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. The committee is providing stipends to spring interns.

Applications will be accepted on a rolling basis. To apply, please submit a one-page resume, one-page cover letter (including your pronouns, ideal start and end dates, and availability to work each weekday), writing sample, and a short

statement in response to the prompt below to HJC.Internship@mail.house.gov with the subject line “Crime Subcommittee Internship”

Prompt: Please attach a short statement (no more than 500 words) detailing how your lived experience will enhance your ability to contribute to this committee. This prompt is open-ended and you may respond by writing about whatever is most meaningful to you. Examples of topics this statement could cover include your upbringing, a significant challenge you have overcome, or any topic that you believe is relevant.

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently working virtually. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.