

INTERNSHIP GUIDE:

Washington D.C.

Prepared By:



Rhodes College
— 1818 —

Alumni Relations

2000 North Parkway • Memphis, TN • 38112 • 901-843-3845



Dear Fellow Rhodesian,

Congratulations on your decision to find an internship in Washington, DC!

Now that you have decided that you want to experience the excitement of living and working in the Nation's Capital, even if only for a summer, the DC Alumni/ae Chapter Leadership hopes that we are able to provide you with practical and useful information to assist in your search for the right internship or job.

Included in this packet is an extensive listing of resources to many postings for internships and jobs in the DC area. In addition to checking these listings and websites, you should also tap into your personal, family, and Rhodes connections.

Rhodes College has many accomplished alumni/ae in the metropolitan Washington area, and Rhodes alums will be invaluable resources to you in your search. Through the Washington, D.C. Rhodes Alumni/ae Chapter, you will have the opportunity to meet other alums that work in your area of interest. For more information on how to access the Alumni/ae network online, call the Alumni Office at 901-843-3845 or e-mail alumni@rhodes.edu.

Working or interning for Congress is exciting and challenging. If you are interested in pursuing a job or an internship for a Congressman or Congresswoman, a Senator, or a congressional committee, we suggest you start with your home-state congressional delegation. Through personal, family, or Rhodes connections, expand your search to other congressional offices.

Washington is often called a government town, and there are many government agencies and offices and a large number of government-related organizations (both nonprofit and for-profit) off Capitol Hill. Included in this packet is a long list of agencies and organizations, and you will no doubt discover others in your search. But you will also discover Washington offers challenging careers in a wide field of careers ranging from the technology sector to the arts.

Two important things to remember about hunting for an internship or a job in Washington—on or off Capitol Hill—is the importance of timing and networking. Your fellow Rhodesians in the DC area are an invaluable resource for you, and we strongly encourage you to utilize this network of Rhodes alumni/ae.

Once you have decided which internship(s) or job(s) you would like to pursue, you will need to craft your resume and draft cover letters geared to each internship or job opening. It is very important to tailor each cover letter to each specific internship or job. Research the organization, agency, or Member of Congress before you write your cover letter; know your audience.

Living and working in the Nation's Capital is thrilling! Good luck to you in your search for an internship or a job. We hope that this packet is useful and that we are able to assist you in many ways. We look forward to having you join the large Rhodes family here in Washington, DC!

Sincerely,

The Leadership Board of Washington, D.C. Rhodes College Alumni Chapter

Please note that many of the items contained in this document are borrowed, with permission, from the LSU Division of Federal Affairs. The Rhodes Chapter of Washington, D.C. is grateful to LSU for the adaptation and use of these materials.

Alumni Relations

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Congressional Opportunities

NATIONAL COMMITTEES

Democratic National Committee

430 South Capitol Street, SE
Washington, DC 20003
(202) 863-8115

<http://www.democrats.org/about/interns.html>

Republican National Committee

310 First Street, SE
Washington DC 20003
(202) 863-8563

<http://www.rnc.org/>

UNITED STATES SENATE

Senate Placement Office

142 Hart Senate Office Building
Washington, DC 20510
(202) 224-9167
TDD: (202) 224-4215

Resume Bank: active 1 month

http://www.senate.gov/visiting/common/generic/placement_office.htm

Republican Policy Committee

347 Russell Senate Office Building
Washington, DC 20510
(202) 224-2946

Resume Bank: active 6 months

<http://www.senate.gov/~rpc/index.cfm?Fuseaction=Resumes.Home>

UNITED STATES HOUSE OF REPRESENTATIVES

The House Resume Referral Service

Office of Human Resources
263 Cannon House Office Building
Washington, DC 20515
(202) 226-6731 (recorded listings)

**Congressional Quarterly
House Action Report (Job Listing)**

Copies may be obtained at the following location:

Kinkos Copies (Capitol Hill)

715 D St., SE

(202) 547-0421

Hours of Operation:

M-T 6:00 AM - 11:00 PM

F 6:00 AM - 11:00 PM

Sat 6:00 AM - 11:00 PM

Sun 6:00 AM - 11:00 PM

CAMPAIGN COMMITTEES

Democratic Senatorial Campaign Committee

430 South Capitol Street, SE

Washington, DC 20003

(202) 224-2447

<http://www.dsc.org/About/employment>

National Republican Senatorial Committee

425 Second Street, NE

Washington, DC 20002

(202) 224-2351

<http://www.nrsc.org/nrscweb/aboutus/internapp.shtml>

Democratic Congressional Campaign Committee

430 South Capitol Street, SE

Washington, DC 20003

(202) 479-7000

<http://www.dccc.org/internship/index.aspx>

National Republican Congressional Committee

320 First Street, SE

Washington, DC 20003

(202) 863-1500

<http://nrcc.org/>

Websites to Review for Internships

Roll Call : www.rollcall.com

Roll Call is the official Capitol Hill newspaper. It is printed every Monday and Thursday. The website is easy to navigate—if you click on “Classifieds” at the top of the homepage, it will display the latest job listings and available housing options.

Hill News Website: www.HillNews.com

Hill News is the largest of any Capitol Hill publication. It is printed every Wednesday. click on “Classifieds” at the bottom left hand corner for up to date job listings and housing for rent.

Hill Zoo Website: www.HillZoo.com

A Capitol Hill publication written for staffers by staffers that provides fun, up to date information on everything from jobs to nightlife. Click on the “Job Bank” link for job listings and the “Classifieds” link for rental housing and roommate listings.

The Washington Post: www.washingtonpost.com

The Washington Post is a daily Washington newspaper. On the left side of the homepage, click on “Classifieds” and it will display the latest job listings and available housing options.

The Washington Times: www.washtimes.com

The Washington Times is a daily Washington newspaper. On the left side of the homepage, under the heading “Marketplace” click on “Classifieds” and it will display the latest job listings and available housing options.

Washington DC’s Preferred Jobs: <http://dc.preferredjobs.com>

This website provides information on job hunting in D.C. as well as internship and resume information.

Jobs in the Federal Agencies: <http://www.studentjobs.gov/>
<http://www.usajobs.opm.gov/E119.asp> (specifically for summer employment)

Information on Internships in Washington

*(Information from this section has been collected from *The Insider's Guide to Political Internships: What to Do Once You're in the Door*, edited by Grant Reeher and Mack Mariani)*

Washington internships are challenging, rewarding and fun experiences that allow students the opportunity to learn how the federal government, associations and non-profits operate and interact. One of the things that you will notice during a Washington internship is that the government is run by people in their twenties and thirties. Most of these staff members were once interns too so they know how it feels to be in your shoes. Internships are full of administrative duties such as answering the phones, opening mail and many other tasks. You, along with many other students your age will be working together in an office. It is a time to learn how the United States Government operates and your first opportunity to start networking.

As an intern your main requirements will be to provide administrative support, act like a professional at all times when in the office, use discretion with office business and to always have a positive attitude. To have a successful internship experience we suggest that you get the details of the job correct, ask to be assigned more duties when possible, read everything that you are allowed to read in the office and especially GET OUT OF THE OFFICE whenever possible and enjoy everything Washington, DC and surrounding areas have to offer.

Information on Internships in Personal Congressional Offices

There are 540 personal offices, one for every senator and member of the House of Representatives. Personal offices are located in one of the six main office buildings on Capitol Hill. On the south side of the capitol along Independence Avenue, there are the House Office Buildings, Cannon, Longworth and Rayburn. The Senate buildings run on the north side of the Capitol along Constitution Avenue and they are Hart, Dirksen and Russell.

Most congressional and senate office are staffed in the same basic way. Staff members include:

- Chief of Staff - the top staff member in an office, this person serves as the top advisor on all legislative and political issues
- Scheduler – staff member responsible for coordination of the member's schedule
- Press Secretary – staff person that handles all media relations
- Legislative Director – referred to as LD, this staff member is responsible for the legislative functions of the office
- Legislative Assistant – referred to as LA, works with legislative director on assigned issues that are part of the member's legislative agenda
- Legislative Correspondent – referred to as LC, responsible for working with the LD and LA on assigned issues and are responsible for responding to constituent mail
- Staff Assistant – staff members responsible for entry level administrative duties

Internships in Congressional Committee Offices

The work load of congress is divided among approximately 200 congressional committees and sub-committees. The committee system enables a smaller group of staff members to focus in greater detail on a piece of legislation or a set of issues. Most members sit on more than one committee and subcommittee. Committee offices are also located in either the House or Senate office buildings. There are three different types of committees: standing, special/select and joint. Standing committees are responsible for legislation and issues related to specific policy matters as well as oversight of executive branch agencies. Special or Select committees study specific issues, conduct investigations or focus on special matters of legislation. Joint committees are made of house and senate members and do not handle legislation but do hold hearings. The following are the list of House and Senate committees:

- Senate Standing Committees
Agriculture, Nutrition, and Forestry, Appropriations, Armed Services, Banking, Housing, and Urban Affairs, Budget, Commerce, Science, and Transportation, Energy and Natural resources, Environment and Public Works, Finance, Foreign Relations, Health, education, Labor, and Pensions, Homeland Security and Governmental Affairs, Judiciary Rules and Administration, Small Business and Entrepreneurship, Veterans Affairs
- Senate Special, Select, and Other Committees
Indian Affairs, Select Committee on Ethics, Select Committee on Intelligence, Special Committee on Aging
- Senate and House Joint Committees
Joint Committee on Printing, Joint Committee on Taxation, Joint Committee on the Library, Joint Economic Committee
- House Standing Committees
Agriculture, Appropriations, Armed Services, Budget, Education and the Workforce, Energy and Commerce, Financial Services, Government Reform, Homeland Security, House Administration, International Relations, Judiciary, Resources, Rules, Science, Small Business, Standards of Official Conduct, Transportation and Infrastructure, Veterans' Affairs, Ways and Means
- House Special, Select and Other Committees
Permanent Select Committee on Intelligence

Most committee offices are staffed in the following way:

- Staff Director – responsible for managing the committee and serving as the political and policy advisor to the committee chair
- Chief counsel/general counsel – attorney that is responsible for the committee's oversight activities
- Counsel – attorney that handles specific policy and oversight issues.
- Clerks – staff members that assist counsel and provide specialized services
- Professional Staff Member – non-attorney that are experts in policy areas under the jurisdiction of the committee

- Office Manager – staff member that performs the administrative operations of the Committee Staff Assistant – staff member that performs the general administrative work of the committee
- Interns – assist staff assistants in the general administrative duties of the committee office. Interns may also be asked dot assist any of the other staff members as needed performing a wide variety of tasks.

Information on Internships in the Executive Branch

The executive branch of the government employs tens of thousands of employees and its budget is trillion of dollars. Internships in the executive branch are not policy related but deal with real programs and problems on a day to day basis. These internships are not as administrative as the positions available in the legislative branch. Interns gain valuable experience when working for an executive branch office and the offices often recruit ambitious, intelligent interns to take careers in the executive branch. The following are a list of the executive branch agencies. Specific information pertaining to internships can be found on the agencies' website.

- Executive Office of the President (EOP)

Executive Agencies

- Department of Agriculture (USDA)
- Department of Commerce (DOC)
- Department of Defense (DOD)
- Department of Education
- Department of Energy (DOE)
- Department of Health and Human Services (HHS)
- Department Homeland Security (DHS)
- Department of Housing and Urban Development (HUD)
- Department of the Interior (DOI)
- Department of Justice (DOJ)
- Department of Labor (DOL)
- Department of State (DOS)
- Department of Transportation (DOT)
- Federal Aviation Administration (FAA)
- Department of the Treasury
- Department of Veterans Affairs

Independent Agencies

- Advisory Council on Historic Preservation (ACHP)
- American Battle Monuments Commission
- Central Intelligence Agency (CIA)
- Commodity Futures Trading Commission (CFTC)
- Consumer Product Safety Commission (CPSC)
- Corporation for National Service
- Environmental Protection Agency (EPA)

- Equal Employment Opportunity Commission (EEOC)
- Farm Credit Administration (FCA)
- Federal Communications Commission (FCC)
- Federal Deposit Insurance Corporation (FDIC)
- Federal Election Commission (FEC)
- Federal Energy Regulatory Commission (FERC)
- Federal Labor Relations Authority (FLRA)
- Federal Maritime Commission
- Federal Reserve System, Board of Governors of the Federal Reserve System
- Federal Retirement Thrift Investment Board (FRTIB)
- Federal Trade Commission (FTC)
- General Services Administration (GSA)
- Federal Consumer Information Center (Pueblo, CO)
- Institute of Museum and Library Services (IMLS)
- International Boundary and Water Commission
- International Broadcasting Bureau (IBB)
- Merit Systems Protection Board (MSPB)
- National Aeronautics and Space Administration (NASA)
- National Archives and Records Administration (NARA)
- National Capital Planning Commission (NCPC)
- National Commission on Libraries and Information Science (NCLIS)
- National Council on Disability
- National Credit Union Administration (NCUA)
- National Endowment for the Arts (NEA)
- National Endowment for the Humanities (NEH)
- National Indian Gaming Commission (NIGC)
- National Labor Relations Board (NLRB)
- National Mediation Board (NMB)
- National Railroad Passenger Corporation (AMTRAK)
- National Science Foundation (NSF)
- National Transportation Safety Board (NTSB)
- Nuclear Regulatory Commission (NRC)
- US Nuclear Waste Technical Review Board (NWTRB)
- Occupational Safety and Health Administration (OSHA)
- Office of Federal Housing Enterprise Oversight (OFHEO)
- Office of Personnel Management (OPM)
- Office of Special Counsel (OSC)
- Overseas Private Investment Corporation (OPIC)
- Peace Corps
- Pension Benefit Guaranty Corporation
- Postal Rate Commission
- Railroad Retirement Board (RRB)
- Securities and Exchange Commission (SEC)
- Selective Service System (SSS)
- Small Business Administration (SBA)
- Social Security Administration (SSA)

- Tennessee Valley Authority (TVA)
- Thrift Savings Plan (TSP)
- United States Agency for International Development (USAID)
- United States Arms Control and Disarmament Agency (ACDA)
- United States International Trade Commission (USITC)
- Dataweb (Import/export data)
- United States Office of Government Ethics (OGE).
- United States Postal Service (USPS)
- United States Trade and Development Agency
- Voice of America (VOA)

Boards, Commissions, and Committees

- Advisory Committee on Human Radiation Experiments
- Federal Laboratory Consortium for Technology Transfer (FLC)
- White House Commission on Aviation Safety and Security (Report)

Quasi-Official Agencies

- Radio Free Asia
- Radio Free Europe/Radio Liberty
- Smithsonian Institution (SI)

Information on Non-Profit Internships

A non-profit organization is one that is incorporated for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially.

In Washington, DC there are hundreds and hundreds of non-profit organizations and associations that recruit interns all year long. They range from AARP (American Association of retired Persons) to the American Zoological Society. There is an association for almost every issue that the government was work on and there are hundreds of thousands of people across the country that are members of these non-profit associations. The association act as the voice for all of the members, using the power of the collective membership to push their concerns and legislative interests onto congress. The job of an intern in a non-profit can vary from purely administrative to assisting a staff member on substantial legislative matters. For a list of some of the many associations in Washington, DC please go to:

<http://www.marketingsource.com/associations/state/DC>

Housing List

John C. Formant Real Estate (Realtors): (This Capitol Hill Real Estate agent posts houses for rent daily on its website)

www.johnformant.com

Yarmouth Management (Realtors): (This real estate agency located near Eastern Market posts houses for rent daily on its website.)

www.yarmouthm.com

WASHINGTON DC STUDENT HOUSING

American University (Dormitories are provided for summer internships, utilities included)

http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html

Catholic University of America (Summer housing available for interns)

<http://conferences.cua.edu/summer/intro.cfm>

George Mason University (Dormitories, apartments and townhouses available for summer interns on their Fairfax campus)

For more information contact: Office of Housing and Residence Life
Phone: 703-993-2723
Email: housing@gmu.edu

Georgetown University (Fully furnished apartment dorms)

<http://och.georgetown.edu/>

Georgetown University Law Center (Housing is available for summer interns)

<http://www.law.georgetown.edu/reslife/summer/index.html>

George Washington University (A variety of options for on-campus housing arrangements)

<http://gwired.gwu.edu/cllc/summer>

Howard University (Summer housing options available to interns)

http://www.howard.edu/residencelife/summer_conference_and_group_hous.htm

International Student House of Washington, DC (Dormitory-style housing)

<http://www.ishdc.org/>

Thompson Markward Hall (Dormitory style housing for women only)

<http://www.ywch.org/accommodations.htm>

Washington Intern Student Housing (WISH): (Sharing housing; fully furnished, linens, household supplies, all utilities included; in various convenient locations around Washington)

<http://www.internsdc.com/>

HOUSING INFORMATION SOURCES FOR WASHINGTON, DC

Apartments.com (Washington DC classified listings)

<http://www.apartments.com/search/oasis.dll?page=region&state=dc>

City Sublets (Sublet listings for numerous metropolitan areas)

<http://www.citysublets.com/>

Craig's List (a local community classified website with good listings for housing for rent

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including subleases and rooms for rent)

<http://washingtondc.craigslist.org/>

DC Pages.com (Washington, DC rental listings)

http://dcpages.com/Real_Estate/Rental/

DC Registry (Online classifieds including summer housing)

<http://www.dcregistry.com/classifieds/welcome.html>

The Hill Classifieds (Interns housing listings and rentals)

<http://thehill.com/thehill/export/TheHill/Classifieds/AllAds/index.html>

Hillzoo.com Classifieds (Rental listings and ads for rental seekers)

<http://www.hillzoo.com/housing.htm>

Housing 101: (Nationwide online housing classifieds)

<http://www.housing101.net/>

The Housing Forum (Online short-term housing classifieds)

<http://www.thehousingforum.com/home.cfm>

Internhousing.com (Subscribe for online housing assistance and classifieds)

<http://www.internhousing.com/>

The Politix Group – Washington Short Term Housing (Lists a variety of sources for shortterm housing)

<http://www.politixgroup.com/sthousing.htm>

Roll Call Classifieds: (Capitol Hill classifieds)

<http://www.rollcall.com/classifieds/>

Washington City Paper (Classified section)

<http://www.washingtoncitypaper.com/class/classifieds.html>

Washington Office of the College of William and Mary – Washington Summer
<http://fsweb.wm.edu/dcoffice/summerhousing.htm>

The Washington Post (Classified section)
<http://www.washingtonpost.com/wp-srv/admin/classifieds/index.html>

The Washington Times (Classified section)
<http://washingtontimes.abracat.com/>

Yahoo Directory (Rentals and Roomate listings)
http://dir.yahoo.com/Regional/U_S_States/Washington_D_C_/Real_Estate/Classifieds/Rentals_and_Roommates/

FURNISHED APARTMENTS

Corporate Suites of Washington
3636 16th Street, NW
Washington, DC 20010
202-483-0100

Lakeside Furnished Apartments
517 S. Frederick Ave
Gaithersburg, MD
301-948-0087

Maple Towers Furnished Apartments
7010 Maple Avenue
Takoma Park, MD
301-270-8330

Randolph Towers
4001 North 9th Street
Arlington, VA 22203
703-525-9000

Please note that the Rhodes Chapter of Washington, DC does not endorse or guarantee any of the rental properties listed. All prices are based on the latest figures and are subject to change without warning. The list is by no means exhaustive of housing options.

Additional Tips when looking for housing

- Look for a furnished apartment, if possible.
- Get housing in a safe area.
- Make sure the landlord has inspected the property prior to you moving in to avoid having to fix things you did not break.
- Look for a place with smoke alarms, fire escapes, etc.
- Look for a place where utilities are included.
- Take into consideration transportation possibilities in the area.
- Be flexible and willing to compromise when looking for summer/short-term residence.

Additional Resources for Washington, DC

DC Pages (Good source of information on life in Washington, DC – arts, weather, museums, shopping and sports)

<http://www.dcpages.com/>

DC Registry (Internet Guide to Washington, DC)

<http://www.dcregistry.com/>

Washington DC Metro Bus and Train Website

<http://www.wmata.com/>

Guide to DC Neighborhoods

<http://www.dcregistry.com/neighborhoods.html>

Yahoo Washington, DC (Directions for DC Area)

<http://dc.yahoo.com/docs/features/directions.html>

Websites to Review for Internships

GENERAL

DC Examiner: <http://www.dceaminer.com/>

DCJobs: <http://www.dcjobs.com/>

CQ—Hill Jobs: http://www.cq.com/corp/showtab.do?page=corp_hilljobs

The Hill Newspaper:

<http://www.thehill.com/thehill/export/TheHill/Classifieds/Employment/index.html>

Opportunities in Public Affairs: <http://opajobs.com/>

Roll Call: www.rcjobs.com

Washington Post: www.washingtonjobs.com

Washington Times: <http://www.washtimes.com>

Washington City Paper: (<http://www.washingtoncitypaper.com/>)

ASSOCIATION JOB BANKS

American Society of Assn. Executives:

<http://asaenet.jobcontrolcenter.com/search/results/>

ASAE & the Center for Association Leadership:

<http://www.asaecenter.org/AboutUs/GWNetwork.cfm?navItemNumber=15937>

Association Trends Online:

http://jobs.associationtrends.com/home/index.cfm?site_id=138

International Association of Business Communicators:

http://www.jobtarget.com/c/search_results.cfm?site_id=65

College Republican National Committee Job Bank: <http://www.crcnjobs.com/>

National Council of Nonprofit Associations:

<http://www.ncna.org/index.cfm?fuseaction=Page.viewPage&pageID=185>

Public Affairs Council: http://www.pac.org/public/news/news_job_openings.shtml

The Public Relations Society of America:
<http://www.prsa.org/jobcenter/candidates/jobs.asp>

Trade Association CEO Jobs: <http://www.associationjobs.com/>

CAPITOL HILL JOBS

(<http://www.thehill.com/thehill/export/TheHill/Classifieds/Employment/index.html>)

Senate Job Bulletin Board: (202) 228-JOBS (Updated Every Friday)

For additional information, please call: **202-224-9167**

For an informational interview, go to 142 Hart Senate Office Building, Washington, DC.
Weekly Listings of **Job Vacancies for Offices and Committee Offices:**
<http://www.senate.gov/visiting/resources/pdf/seb.pdf>

Senate Republican Policy Committee Resume and Job Bank—
<http://rpc.senate.gov/resumebankapp.htm>

U.S. House Employment Office: <http://www.house.gov/cao-hr/>

House Jobs Hot-Line: 202-225-2450

New job listings are also posted every Monday at the **U.S. House Employment Office**
in **263 Cannon House Office Building**

House Republican Study Committee Resume Binder—
<http://johnshadegg.house.gov/rsc/ResumeQ.PDF>

The US House Majority Whip's Office Job Bank: The office of the US House Majority Whip maintains a resume and job bank for job seekers and employers. Please call **202-225-0197** for an application or write to: **US House Majority Whip's Office; Job Bank Applications; H-107 US Capitol; Washington, DC 20515**

Non-Legislative House Jobs: http://www.house.gov/htbin/caohr_vacancies.

Hill and off-Hill Jobs: <http://www.hillzoo.com/jobs.htm>

Hudson Institute: <http://www.hudson.org/>

K Street Project: <http://www.kstreetproject.com/index.php?content=jobs>

National Republican Congressional Committee: <http://www.nrcc.org/>

National Republican Senatorial Committee: <http://www.nrsc.org/>

New America Foundation: <http://www.newamerica.net/>

PoliTemps: <http://www.politemps.com/>

Political Job Board: <http://politicalresources.com/jb-bd-pgs/job-bd.htm>

Republican National Committee: <http://www.rnc.org/>

Senate Employment Bulletin:
<http://www.senate.gov/visiting/resources/pdf/seb.pdf>

Townhall.com: <http://www.townhall.com/action/jobs.html>

United States Federal Government: <http://www.usajobs.opm.gov/> and
<http://www.studentjobs.gov/>

Women's Information Network: <http://www.winonline.org/>

The WISH (Women In the Senate and House) List:
<http://www.thewishlist.org/Jobs.htm>

CONSERVATIVE ORGANIZATIONS' JOB BANKS

America's Future Foundation: <http://www.americasfuture.org/jobboard.cfm>

The CATO Institute: <http://www.cato.org/jobs/jobops.html>

Internship Program at CATO: <http://www.cato.org/jobs/intern/>

College Republican National Committee Job Bank: <http://www.crcnjobs.com/>

The Heritage Foundation: <http://www.heritage.org/About/Careers/>

Internship Program at Heritage: <http://www.heritage.org/About/Internships/>

The Mercatus Center/Institute for Humane Studies, George Mason University, Arlington, VA: <http://www.theihs.org>

The Leadership Institute: www.conservativejobs.com

Internship Program at The Leadership Institute:
<http://www.leadershipinstitute.org/01ABOUTUS/07LIInternship.htm>

List of Conservative Organizations: www.politixgroup.com/co.htm

EXCEUTIVE SEARCH AGENCIES

Christian & Timbers, EXECUNET, ExecSearches.com, Heidrick & Struggles, J Naylor Cope Company, Korn Ferry International, Michael G. Smith, Executive Recruiter, The McCormick Group, Russell Reynolds Associates, Spencer Stuart

GOVERNMENT JOBS

Government Jobs: GetaGovJob.com, GOVJOBS.com, Jobs in State Government, Local Government Job Net

FedWorld - Federal Jobs Around the USA:
<http://www.fedworld.gov/jobs/jobsearch.html>

Federal Jobs Net: <http://federaljobs.net/>

United States Government Office of Personnel Management:
<http://www.usajobs.opm.gov/>

POLITICAL/POLICY/LOBBYING/TRADE ASSOCIATIONS

American Enterprise Institute for Public Policy Research:
<http://www.aei.org/about/jobcenter.asp>

The Brookings Institution: <http://www.brookings.edu/admin/employment.htm>

CATO Institute: <http://www.cato.org/jobs/jobops.html>

Center for American Progress:
<http://www.americanprogress.org/site/c.biJRJ8OVF/b.8473/>

Congressional Quarterly: http://cq.com/corp/show.do?page=corp_hilljobs

Democratic Congressional Campaign Committee: <http://www.dccc.org/>

Democratic National Committee: <http://www.democrats.org/>

Democratic Senatorial Campaign Committee: <http://www.dscc.org/>

Feminist Majority Foundation: <http://feminist.org/>

The Grassroots Roundtable: <http://www.grassrootsroundtable.com/jobs.asp>

The Heritage Foundation Job Bank: <http://www.heritage.org/About/JobBank/>

The Hill:
<http://www.thehill.com/thehill/export/TheHill/Classifieds/Employment/index.html>

HillZoo: <http://hillzoo.com/?s=jobs> and <http://hillzoo.com/?s=offjobs>

Hudson Institute: <http://www.hudson.org/>

K Street Project: <http://www.kstreetproject.com/index.php?content=jobs>

National Republican Congressional Committee: <http://www.nrcc.org/>

National Republican Senatorial Committee: <http://www.nrsc.org/>

New America Foundation: <http://www.newamerica.net/>

PoliTemps: <http://www.politemps.com/>

Political Job Board: <http://politicalresources.com/jb-bd-pgs/job-bd.htm>

Republican National Committee: <http://www.rnc.org/>

Roll Call: <http://www.rcjobs.com/>

Senate Employment Bulletin:

<http://www.senate.gov/visiting/resources/pdf/seb.pdf>

Townhall.com: <http://www.townhall.com/action/jobs.html>

United States Federal Government:

<http://www.usajobs.opm.gov/> and <http://www.studentjobs.gov/>

U.S. House of Representatives: <http://www.house.gov/cao-hr/>

Women's Information Network: <http://www.winonline.org/>

The WISH (Women In the Senate and House) List:

<http://www.thewishlist.org/Jobs.htm>

INTERNATIONAL JOB BANKS

International Jobs: http://www.fpa.org/jobs_contact2423/jobs_contact.htm

International Republican Institute: <http://www.iri.org/opportunities.asp>

Management Recruiters International: <http://www.mrinetwork.com/>

United States Agency for International Development: <http://www.usaid.gov/careers/>

United States Peace Corps (US):

www.peacecorp.gov/employment/vacancies/djobs/index.cfm

United States Peace Corps (Overseas):

<http://www.peacecorp.gov/employment/vacancies/ojobs/index.cfm>

Worldwide Job Opportunities: <http://www.jobsdb.com/>

INTERNATIONAL DEVELOPMENT/DEVELOPMENT/HUMANITARIAN RELIEF

Alliance for Conflict Transformation: <http://conflicttransformation.org/Default.aspx>

American Council for Voluntary International Action: <http://www.interaction.org/>

The Development Group: <http://www.developmentex.com/oppsummary.jsp>

DevJobs: <http://www.devjobsmail.com/main/homepage.html>

DevNetJobs: <http://devnetjobs.org/>

Foreign Policy Association: http://www.fpa.org/jobs_contact2423/jobs_contact.htm

Public Affairs Council: http://www.fpa.org/jobs_contact2423/jobs_contact.htm

Relief Web: <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm>

MEDIA JOB BANKS

Media Jobs Newsletter (US and Worldwide). Media Jobs is a periodic email newsletter of available media positions. It's free to qualified subscribers. Positions range from production and sales to editorial and internships. Subscribe by sending an email to: MediaJobs-subscribe@yahoogroups.com

Online Journalism Review Jobs Board (US): <http://www.journalismjobs.com/>

International Association of Business Communicators (US and Worldwide)

http://jobs.iabc.com/home/index.cfm?site_id=65

PHILANTHROPIC/NON-PROFIT JOBS

<http://www.fdncenter.org/pnd/jobs/index.jhtml>

American Red Cross: <http://www.redcross.org/>

Charity Channel: <http://www.charitychannel.com/classifieds/>

Council on Foundations: <http://www.cof.org/>

Idealist and Action Without Borders: <http://idealist.org/>

Nonprofit Career Network: <http://www.nonprofitcareer.com/>

nonprofitOyster: <http://www.nonprofitoyster.com/>

FINE ARTS

Corcoran Gallery of Art/ Corcoran College of Art + Design:
<http://www.corcoran.org/about/jobs.htm>

The Kennedy Center: <http://www.kennedy-center.org/jobs/>

National Gallery of Art: <http://www.nga.gov/resources/employ.shtm>

The Phillips Collection: <http://www.phillipscollection.org/about/careers/>

Shakespeare Theatre Company:
<http://www.shakespearetheatre.org/about/opportunities/jobs.aspx>

Smithsonian Institution: <http://www.sihr.si.edu/>

Theatres, Groups and Performances:
<http://www.georgetown.edu/faculty/murphyd/netsearch/washdc.html>

Washington National Opera:
<http://www.dc-opera.org/careeropportunities/index.asp>

POLITICAL JOBS

GOPJobs: <http://www.gopjob.com>

Political Job Board: <http://politicalresources.com/jb-bd-pgs/job-bd.htm>

Political Job Links: <http://www.politixgroup.com/dcjobs.htm>

Republican Campaign Job Bank: <http://www.CampaignJobs.com>

TOP TEN JOB WEBSITES

www.FlipDog.com, www.HotJobs.com, www.CollegeRecruiter.com, www.Monster.com,
www.CareerBuilder.com, www.CollegeJobBoard.com, www.Career.com,
www.JobOptions.com, www.CareerShop.com, www.JobsOnline.com,
<http://www.careersingovernment.com/>

OTHER JOB WEBSITES

America's Job Bank: <http://www.ajb.dni.us/>

Brad Traverse: www.bradtraverse.com

A service of the **U. S. Department of Labor** and more than 1,800 state Employment Service offices —About 5% of the jobs listed are in government and the rest are in the private sector.

Just My Jobs (US and Worldwide): <http://justmyjobs.com/>

The Wall Street Journal: <http://www.careerjournal.com/>

FEDERAL GOVERNMENT DEPARTMENTS

Department of Agriculture - U.S. Government's OPM data-base of Dept. of Agriculture opportunities. <http://jobsearch.usajobs.opm.gov/a9ag.asp>

Central Intelligence Agency - On-line database of jobs at the CIA. <http://www.cia.gov/employment/index.html>

Department of Commerce- For an on-line database of Commerce Department jobs. <http://ohrm.os.doc.gov/>

Department of Defense - On-line database of Defense Department jobs. <http://www.dod.gov/sites/r.html#recruiting>

Department of Education - Information on job openings at the U.S. Dept. of Education. The U.S. Department of Education job listings can be obtained by phone from 8:30 am until 4:00 pm, Monday through Friday (except Holidays) at: (202) 205-3885. Their 24 hour job vacancy hotline can be reached at: (202) 401-0559. <http://www.ed.gov/about/jobs/open/edjobs.html?src=gu>

Department of Energy - Searchable on-line database of Energy Department jobs. <http://chris.inel.gov/jobs/index.cfm?fuseaction>

Environmental Protection Agency - Information on EPA jobs. <http://www.epa.gov/epahrist/>

Federal Bureau of Investigation - FBI job information can be found on their web-site.
<http://www.fbi.gov/employment/employ.htm>

Department of Health and Human Services - Information on HHS jobs. <http://www.hhs.gov/careers/index.html/> (Careers for the Centers of Medicare & Medicaid Services - <http://www.cms.hhs.gov/careers/rns/>)

Department of Homeland Security - Information on HS jobs.
<http://www.dhs.gov/dhspublic/display?theme=40>

Department of Housing and Urban Development - Information on current HUD job openings. <http://www.hud.gov/jobs/index.cfm>

Department of Interior - On-line database of Interior Department jobs. <http://www.doi.gov/hrm/doijobs.html>

Department of Justice - Information on applying for positions at the Department of Justice. There is a 24 hour job hotline that can be called at: 202-514-3396. For info on other job openings with the INS, the Marshals, the Border Patrol, and DOJ Attorney positions click on the above link. <http://www.usdoj.gov/06employment/index.html>

Department of Labor - On-line information of Labor Department jobs.
<http://www.dol.gov/dol/asp/public/dolprograms/keywords/employmnt.htm>

National Security Agency - Search cover letter and resume to: National Security Agency, 9800 Savage Road Suite 6779, Fort Meade, MD 20755-6779.
<http://www.nsa.gov/careers/>

Department of State - Information on becoming a Foreign Service Officer, Foreign Service Specialist or Civil Service employee for the U.S. Department of State. <http://www.state.gov/employment/>

Department of Transportation - To view DOT positions, go to the US Gov Dept of Personnel Management website and click on search agency. DOT vacancy announcements are also available through the TASC DOT Connection Fax-On-Demand system at (202) 366-9397 or outside the Washington, D.C. area call (800) 525-2878.
<http://careers.dot.gov/>

Department of Treasury - The Treasury Department offers you opportunities to work in 14 different bureaus with careers in law enforcement, international economics, banking, accounting, marketing, law, and information technology. <http://www.ustreas.gov/organization/employment/>

Department of Veterans' Affairs - On-line information of VA Department jobs. <http://www.va.gov/jobs/>

Secret Service - Information on becoming United States Secret Service Agent and other positions. Contact the Secret Service Personnel Division at (202) 406-5800, (888) 813-8777 or (888) 813-USSS. This is part of the U.S. Treasury Department.
<http://www.ustreas.gov/usss/opportunities.shtml>

LINKS TO THE WHITE HOUSE

The White House Office of Presidential Personnel -The White House Office of Presidential Personnel is responsible for placing people in political jobs at the White House and all political staff in each Executive Branch Department throughout the District of Columbia, ex. Department of Labor, Department of Transportation, Department of State, etc. <http://www.whitehouse.gov/appointments/>

Off-line application to be considered for White House / Administration positions:
<http://www.whitehouse.gov/appointments/offline.html>

The Office of Presidential Personnel, The White House, 1600 Pennsylvania Ave NW, Washington, DC 20502. Phone: 202-456-9713; Fax: 202-456-1121

1. **Apply online at <http://www.whitehouse.gov/appointments/>**

2. **Send an electronic version of her resume to PPO2006@who.eop.gov**

The White House Internship - Call (202) 456-1414 for more information.

Downloadable application: <http://www.whitehouse.gov/government/wh-intern-appl.pdf>