



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of August 8, 2022

MEM-428-22 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2022 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner- workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties.

Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings,

attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-426-22 Republican Representative Troy Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Fall 2022. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 22nd Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, send your resume and cover letter to anil.joseph@mail.house.gov.

MEM-422-22 The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. College students and recent graduates are encouraged to apply and academic credit is available to qualifying students.

Interested applicants should send their resume, availability, and a brief cover letter to ally.hibben@mail.house.gov with the subject line: Spring 2022 Internship. No phone calls or drop-ins, please.

MEM-420-22 The office of Congresswoman Susie Lee is seeking fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned.

Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player.

Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Fall Intern” in the subject line.

No phone calls or walk-ins please.

MEM-419-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this summer.

Digital intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged.

This position reports to the digital press secretary and the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-418-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov.

MEM-417-22 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time paid **internship** for the Fall of 2022 in the Washington, D.C. office.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

Nevada ties are encouraged but not required.

The ideal candidate will be available from late August through December and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should e-mail a resume and cover letter to Lizzie.Brown@mail.house.gov with the subject “First Name Last Name Fall Internship Application” Applications will be accepted until August 12, 2022.

MEM-415-22 Press **Fellow** -- Congresswoman Judy Chu (CA-27), Chair of the Congressional Asian Pacific American Caucus (CAPAC) is seeking a highly motivated, detail-orientated, and energetic individual to assist with communications, digital media and social media, and graphic design as a press fellow in the D.C. office.

This is a four-month paid position. It is completely remote and will report to the Communications Director.

Daily tasks include drafting and posting content for the member’s social media platforms and website; graphic design; daily press clips; drafting press releases, newsletters, and advisories; and organizing press events. The ideal candidate will be creative, politically astute, have a strong proficiency in crafting content across social media platforms, and will be a detail-oriented team player able to handle multiple tasks at once.

Previous experience with video editing and adobe products, such a photoshop and premiere pro, are not required but are a plus. Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment.

Qualified candidates should submit a cover letter, resume, one writing sample, and one example of previous digital media or graphic design products to Lacy.Nelson@mail.house.gov with “Press Fellow” in the subject line. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

MEM-414-22 The Democratic Staff of the House Committee on Natural Resources is currently seeking a full-time **intern** for Fall 2022 (September - December).

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about the committee process.

Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend of \$3,200 plus transit benefits.

Our office currently operates on a hybrid basis – M, F remote and Tu, W, Th in-person. Depending on guidance from the CDC and Office of the Attending Physician, internship format may be modified to remote work at any time.

To apply, address your application materials to Christine Bergamini at NRD.Internships@mail.house.gov with the subject line "Fall Internship Application – First Name Last Name" by COB August 15, 2022.

Please include a (1) cover letter, (2) resume, (3) short writing sample, and (4) dates of availability.

Applicants will be considered on a rolling basis. Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. No phone calls, emails, or drop-ins please. This posting will be removed from the Committee's website when the position has been filled.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-413-22 Congressman Ron Estes (KS-04) is currently seeking paid full and part-time **interns** to work in his Washington, DC office for the Fall 2022 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, 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.

Interns will learn about the legislative process and the many other functions of a congressional office. To apply for an internship please email KS04DC.InternApplication@mail.house.gov and include your resume,

cover letter, and two letters of recommendation. Kansas ties are preferred but not required.

MEM-411-22 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Fall 2022 **internship**.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries, and providing support to all Committee staff. A background in science is a plus.

To apply, please send your resume and cover letter to house.science.committee@mail.house.gov.

MEM-407-22 “The Washington, D.C. Office of Representative Lucille Roybal-Allard (CA-40) is seeking paid full-time and part-time **interns** for the Fall 2022 semester.

Responsibilities will include but are not limited to answering and logging constituent calls, drafting constituent correspondence on various issues, attending legislative briefings and hearings for staff, sorting and distributing mail, and completing other administrative and legislative work as needed.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to work well in a team environment and manage multiple tasks. A positive attitude and interest in public policy and politics are required. California ties and Spanish language skills are preferred but not required, and academic credit is available for qualifying applicants.

To apply, please submit your resume, cover letter, and a one-page writing sample to skie.vasquez@mail.house.gov with “Fall 2022 Internship” in the subject line. Applications will be accepted on a rolling basis until the last week of August.

People of color and individuals in underrepresented communities are encouraged to apply.

Please no unsolicited phone calls or drop ins.”

MEM-406-22 The Republican Staff of the House Committee on the Budget seeks motivated, reliable, and detail-oriented undergrad students and recent graduates for the Fall **Internship** Program.

Intern responsibilities include assisting staff in preparing for congressional hearings, assisting in performing research, attending Congressional briefings, answering telephones, and other miscellaneous duties.

The ideal candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Please submit your resume, cover letter, and one-page writing sample to Carl.Griffin@mail.house.gov.

MEM-403-22 “Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2022 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, 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 marshall.stallings@mail.house.gov and lauren.mazurek@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.

This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.”

MEM-401-22 The office of Congressman Brian Mast (FL-18) is hiring a paid digital **intern** to start in September.

The preferred candidate will have academic, personal, or professional experience with video filming/editing, graphic design, photography and/or social media management. They should also be familiar with Adobe Suite, including Photoshop, Illustrator and Premiere Pro. This is a 3-month long position, ideally for a candidate able to be in the office full time. Other arrangements will be considered for the right candidate.

If interested, applicants are encouraged to send their resume and work samples that highlight their creativity to brianmastpress@gmail.com.

MEM-400-22 The Democratic Staff of the Committee on Science, Space, and Technology seeks full-time paid **interns**. This position will include a combination of telework and in-office work as safety and logistics permit.

Duties/Responsibilities:

Interns will work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Interns will help staff prepare for hearings and markups, take notes on relevant committee activities, and work on research, oversight, and press-related projects. Interns will also perform administrative tasks such as answering phones, greeting visitors, and filing official documents.

Qualification/Skills:

Candidate should be detail-oriented and possess strong oral and written communication skills. The position requires an ability to multitask and adapt to a fast-paced environment. A background and/or interest in subject areas within the committee's jurisdiction is strongly preferred.

Interested applicants should email a resume and cover letter to sstdeminterns@mail.house.gov. Applicants will be accepted on a rolling basis.

No calls or drop-ins please.

MEM-399-22 The Office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a press **intern** to assist with communications, social media, and graphic design, either remotely or in-person at our district office in Irvine, California.

Candidates should possess strong written and verbal communication skills and have an interest in politics and government. Daily tasks include but are not limited to producing assets for the Congresswoman's social media accounts, such as graphics and short videos; tracking and compiling mentions of the Congresswoman in the news; transcribing press interviews; creating and managing press lists; and assisting with media inquiries and research. Knowledge of programs like Adobe Creative Suite and Canva a plus, but not required.

Qualified candidates should submit a cover letter, resume, and one writing sample (1-2 pages) as one attachment to katieporter.press@mail.house.gov with the subject "[full name] Summer 2022 press internship application". We recommend that applicants also submit one to two examples of previous digital media or graphic design products, but this is not required.

We are accepting applications on a rolling basis, but we will prioritize candidates that apply on or before August 15, 2022.

Our 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.

The press intern will receive a monthly stipend.

MEM-397-22 Paid Internship Fall 2022

[Apply via Email](mailto:craig.internships@mail.house.gov) [Website hyperlink opens to an email addressed to craig.internships@mail.house.gov]

Fall internships in Rep. Angie Craig's office will be held in-person in both the Washington, DC, and Burnsville offices. Internships will begin no earlier than September 6, 2022 and extend no later than December 2, 2022. All interns are paid \$15 per hour and provided with all of the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

Interns in the Washington, D.C. office will focus on researching legislation, attending hearings and constituent meetings, answering constituents' phone calls, logging and drafting constituent correspondence and assisting legislative and communications staff members on various projects. Interns in the Burnsville office will focus on constituent casework, answering constituents' phone calls, community outreach and research, in-district event planning and assisting the outreach, casework and communications staff members on various projects.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns' policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship in the Washington, DC or Burnsville office, please email a combined PDF of your resume and one-page cover letter to craig.internships@mail.house.gov.

- Please include your weekly availability between 8am and 6pm ET in your cover letter.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply.

Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Fall 2022 internships, applications must be submitted no later than 11:59pm CST on Sunday, August 14, 2022. Late submissions will not be considered nor accepted. Due to the high volume of applications that we receive, we are not always able to respond to every applicant. If you have not received a response by August 29, 2022, you have not been selected for an interview. Please refrain from calling or walking into the office for application updates.

If you have any questions regarding the internship program or the application process, please email craig.internships@mail.house.gov.

MEM-395-22 Congressman Ralph Norman (SC-05) is seeking **interns** in his to begin ASAP. Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, giving tours of the Capitol, attending policy briefings and meetings, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, have a strong work ethic, possess a positive attitude, and work well in a fast-paced environment. Candidates with strong writing and communication skills are encouraged to apply. South Carolina ties are preferred, but not required.

Interested candidates should send a resume and cover letter to repralph.norman@mail.house.gov.

MEM-394-22 Congressman Bill Huizenga (MI-02) is now accepting applications for his Fall 2022 **Internship** Program in his D.C. office from September to December (start and end dates flexible).

Successful applicants will have a positive and friendly attitude, a willingness to learn new skills, an interest in politics and legislation, excellent written and verbal communication skills, and proficiency with Microsoft Office Programs.

Michigan ties are preferred but not required.

Duties:

- Sitting at the front desk: answering phones, sorting mail, data entry, greeting visitors/meetings
- Researching legislation, database creation and work, assisting with press clips, various errands around Capitol Hill/DC, keeping supplies stocked, attend hearings
- Assisting scheduler with filing, calling, etc.
- Conducting tours/guiding constituents through the U.S. Capitol Building

Congressional Internships are often fast-paced, high-stress, professional, and involve quick thinking. Congressional Interns are an integral part of the staff. Successful completion of related duties allows other staff to assist with policy-related matters and to aid Congressman Huizenga.

Hours will vary on number of applicants but generally Monday-Friday 8am-5pm.

The office may accommodate interns who are available only part time. Start and end dates have some flexibility. This is a paid position.

How to apply:

- Fill out the internship application on the website, which can be found under the Services tab.
- Submit an intern application, cover letter, resume, and writing sample to the DC contact, lexi.willison@mail.house.gov.

MEM-392-22 Congresswoman Jackie Speier's office seeks proactive, flexible, and detail-oriented **interns** who can join Team Speier-ited in her Washington, D.C. office asap for late Summer/Fall!

*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, resourcefulness, as well as a strong interest in public service. Open to all majors and designed for undergraduate, recent graduates, and graduate students.

*Intern responsibilities include handling phone calls, compiling daily press clips, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings and briefings for legislative staff, as well as opportunities to network with coffees or lunches!

*CA-14 district or California ties are preferred, but not required.

*Start and end dates are flexible, but this paid internship would ideally run from mid-August to December.

*Full-time and in-person interns preferred, and kindly ask that you please be vaccinated.

To apply: Please fill out our application found on <https://speier.house.gov/internships> with cover letter, resume, and writing sample, and email all materials to Speier.Internships@mail.house.gov.

In the body of the email, please also list any start and end date constraints, whether you are interested in a full-time position, and the number of hours per week you can work. Please also state any ties you have to CA-14 District or California.

Thank you in advance for your interest!

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Members of historically underrepresented communities, including women, people of color, and LGBTQ individuals, are strongly encouraged to apply.

MEM-390-22 Fall 2022 **Internship** Posting

The Office of Rep. Lori Trahan is currently accepting applications for our Fall 2022 Internship program! District ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply.

Internship hours can be flexible to accommodate students' schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions. The position will be hybrid.

Fall 2022 Application deadline: August 15, 2022

General Internship

In Washington, D.C., interns' responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Press Internship

In Washington D.C., press interns assist the driven press team. Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office.

Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

District Office (Located in Lowell, MA)

In the District, intern responsibilities include answering phones, answering constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain a comprehensive knowledge of Massachusetts' 3rd District, as well as the services the District Office provides.

Internship hours can be flexible to accommodate schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions.

To Apply

You may only apply to one office each session. Previous applicants are encouraged to re-apply. All applications must be submitted through the online application:

<https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to the following:

D.C. Office-General Internship & District Office Internship: Alex Eliassen
(Alexander.Eliassen@mail.house.gov)

D.C. Office-Press Internship: Katie Petersen (Katie.Petersen@mail.house.gov)

The office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

MEM-385-22 Capitol Hill **internships** provide valuable opportunities for college students and new graduates to experience our nation's legislative process firsthand. Many current Hill staffers, from Chiefs of Staff to legislative assistants, started off as personal office and committee interns.

Representative Carol Miller (WV-03) offers the opportunity for college students and recent graduates to participate in internships in her Washington, D.C. office. Successful candidates must have excellent organizational, personal, writing and communication skills. West Virginia ties are a plus but are not required. Special consideration will be given to applicants from West Virginia's Third District or students attending institutions of higher education in West Virginia.

Internships can be a great opportunity to learn the legislative process, experience life in Washington, D.C., and see how your government works. Responsibilities include answering phones, providing constituents tours of the U.S. Capitol, legislative research, assisting the communications team, and aiding staff for special projects as needed.

Interns will have the opportunity to attend committee hearings, briefings, and staff meetings. This rewarding experience offers students and recent graduates the opportunity to learn about and contribute to the day-to-day operations of a Congressional office. Furthermore, full-time interns may have the opportunity to receive a monthly stipend.

To apply, please see our website <https://miller.house.gov/services/internships>, or email your resume and a cover letter explaining your interest in Congresswoman Miller's office to our Intern Coordinator, Taylor Rathe at Taylor.Rathe@mail.house.gov.

Internships are offered for the following semesters on a rolling application basis until spaces are filled.

Fall: Mid-August or September - December

Spring: January – May

Summer: May - September

MEM-382-22 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships** for the fall of 2022.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under

pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Fall 2022 Legal Internship” in the subject line. Please specify in your cover letter whether you can work full time and when you can start. Please use the following formats to name your resume and cover letter: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.”

No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-381-22 The office of Rep. Brad Schneider (IL-10) is currently accepting applications for full and part-time paid **interns** for the Fall internship term in the DC office.

Interns in the DC office may 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 many other functions of a congressional office.

This office is strongly committed to nurturing a diverse and inclusive workspace for all and does not discriminate based on race, sex, color, age, religion, disability, national origin, sexual orientation, gender identity, or uniformed status. Persons of all backgrounds and identities are strongly encouraged to apply.

The Fall internship term begins on September 12 and ends on December 16. Interns are paid a monthly stipend of \$600.

To apply, please fill out the online application on <https://schneider.house.gov/services/internships> and be sure to attach your cover letter and resume.

The deadline to apply for the Fall 2022 term is August 12. Applications for future terms are considered on a rolling basis.

MEM-376-22 Rep. Lisa McClain (MI-10) is seeking Fall **interns** for the D.C. office.

The Office of Congresswoman Lisa McClain is seeking qualified candidates for a paid internship in our Washington, D.C. office for the fall. Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about the legislative branch.

Responsibilities include leading tours, answering phones and constituent letters, researching legislation, attending hearings and briefings and other duties as assigned. Ties to Michigan are preferred.

Interested applicants should email a resume and cover letter to: bennett.danforth@mail.house.gov

MEM-370-22 The Office of Congresswoman Mikie Sherrill is currently accepting Fall 2022 **internship** applications for both her Washington, D.C. and Parsippany, N.J. offices.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service. Women, minorities and LGBTQ+ persons are encouraged to apply. No calls or drop-ins.

To apply please fill out the questionnaire for either the DC or District office: <https://sherrill.house.gov/services/internships>

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to NJ11internships@mail.house.gov, with the subject line: Office of Application (DC or District), First Name Last Name.

MEM-369-22 District Office **Intern MD06**

Congressman David Trone (MD06) is seeking high-energy, highly-organized, and detail-oriented Interns for his offices in Cumberland, Hagerstown, Gaithersburg and Frederick, MD.

The District Office Internship position is focused around building and cultivating a passion for politics. Interns will be able to get hands-on experience handling constituent cases, writing grants, attending events, and directly interfacing with stakeholders in our district. This internship is for those who love to see the implementation of policy as well as its creation, as well as those who feel satisfaction in assisting others.

Primary Responsibilities:

- Answer and process all incoming calls and voicemails.

- Manage incoming caseworks requests and paperwork, and correspond with constituents to assist in solving their concerns.
- Engage with the day-to-day operations of a Congressional office, and get hands-on experience with both local and Federal politics.
- Assist in the management of an assigned staff member's casework portfolio, reach out to federal agencies and constituents on behalf of our caseworkers.
- Attend constituent events and staff the Congressman's events to best facilitate outreach to our communities.
- Research policy and district statistics for internal or external reports and memos.
- Other duties as assigned.

Qualifications:

- Education: Senior in High School or College Student
- Skills and Experience: Passion for the political process and a willingness to learn more about the working of a Congressional Office. Passionate about helping others and a dedication to public service.

To Apply:

- Visit trone.house.gov, search "internships," and apply using our online portal.

MEM-368-22 DC Office Intern MD06

Congressman David Trone (MD06) is seeking high-energy, highly-organized, and detail-oriented Interns for his Washington, D.C. office.

The DC Office Internship position is focused around building and cultivating a passion for the minutiae of politics. Interns will be able to get hands-on experience handling constituent cases, writing grants, attending events, and directly interfacing with stakeholders in our district. This internship is for those who love to see the implementation of policy as well as its creation, as well as those who feel satisfaction in assisting others.

Primary Responsibilities:

- Answer and process all incoming calls and voicemails.
- Manage incoming legislative requests and correspondences from government officials.
- Engage with the day-to-day operations of a Congressional office, and get hands-on experience with both local and Federal politics.
- Learn the ins and outs of the various positions available on the Hill, from Comms work to Legislative research.
- Work with our various teams on projects ranging from appropriations tracking and bill writing, to social media drafting and press analysis.
- Work with an assigned staff buddy on more focused projects tailored to your interests and passions.
- Other duties as assigned by the internship coordinator.

Qualifications:

- Education: High School Diploma or equivalent

- Skills and Experience: Clear interest in constituent service and outreach. Passion for political science and Federal politics. Proficiency and interest in policy or communications. Demonstrated engagement in the 6th District.

To Apply:

- Visit trone.house.gov, search “internships,” and apply using our online portal.

MEM-367-22 TITLE: Legislative, Press/Digital **Interns**, House Committee on Veterans’ Affairs (Majority)

SUMMARY: The Democratic Staff of the House Committee on Veterans’ Affairs seeks legislative and press/digital interns. Responsibilities include, but are not limited to, conducting legislative research, managing and responding to constituent correspondence, assisting with Committee events, attending briefings and hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern’s interests.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This internship is available as a full-time or part-time in-person position.

To apply, fill out the online form and submit a resume and cover letter via the following: [House Veterans' Affairs Committee Democrats Internship Application Form](#). Applicants who apply by July 31 will be prioritized.

Applicants will be contacted if they have been selected for an interview. If applicants have additional questions about the internship, contact Veterans.Internships@Mail.House.Gov

MEM-362-22 The House Committee on Oversight and Reform Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this fall.

Digital intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling

and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-361-22 The House Committee on Oversight and Reform Democratic Staff seeks a motivated, reliable, and detail-oriented undergraduate or graduate student with a passion for communications to fill a full-time press **intern** position this fall.

The ideal candidate should be a strong writer, team player, and voracious consumer of news who thrives in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov.

MEM-357-22 The Office of Congresswoman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its fall congressional **internship** program (beginning in September and ending in December).

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication skills, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. Delaware ties are a plus.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and 2 references to LBR.Internship@mail.house.gov, indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Fall 2020 Internship." Please note in the cover letter or body of the email if the internship is for school credit.

Deadline for applications: August 12 at 11:59pm ET. No phone calls, emails, or drop-ins please.

For more information visit: <https://bluntrochester.house.gov/constituent-services/internships/>

MEM-350-22 The office of Rep. Rodney Davis is seeking fall 2022 **interns** for the DC office.

Motivated individuals should be eager to work and ready to help with various projects around the office. Interns will have the opportunity to learn about congress and our government throughout their time here.

To learn more and apply, follow the link to the site: <https://rodneydavis.house.gov/internship-application> or, email kevin.cheng@mail.house.gov your resume and cover letter.

MEM-349-22 Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Fall 2022.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com.

MEM-348-22 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Fall 2022 semester (September 6th- December 9th).

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position as well as availability. A stipend will be given to accepted applicants.

Deadline to apply by is Friday, August 12, 2022, COB. A minimum of 25 hours per week is required. All materials must be submitted to Amaris.Graham@mail.house.gov

MEM-347-22 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office as soon as August 22nd.

Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative.

Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest.

First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-346-22 The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently accepting applications for full-time, paid **interns** for the Fall internship session.

Interns are involved in all aspects of the office including constituent services, daily administrative operations, and legislative research. Interns are also encouraged to attend hearings, briefings, lectures, and seminars available in Congress and around the Hill.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at alexandra.schindewolf@mail.house.gov with the subject line "Fall 2022 Internship." Please send all attachments as PDFs. The start date would

be as early as August 22th (with a flexible start and end date depending on availability).

MEM-344-22 TITLE: Paid Communications **Intern**

REPORTS TO: Digital Director

CORE RESPONSIBILITIES:

- to assist with communications, performing research, and other office tasks.

QUALIFICATIONS:

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.
- Experience with graphic design and photography is preferred but is not required.

DUTIES:

- drafts social media content;
- performs research (CRS, the Library of Congress, MIN, or other available resources);
- writes and formats e-newsletters;
- assists in crafting press releases; and
- performs other duties as assigned by the supervisor.

Please submit a cover letter, resume, and two references to StevensInternshipsDC@mail.house.gov with the subject “MI 11 Communications Intern” to be considered for this position.

The preferred start date is anticipated to be between July 18th through July 25th.

The term of this position would be up to 12-weeks.

MEM-343-22 The Committee on Education and Labor (Minority Staff) is seeking August 2022 **interns**

This is a valuable opportunity to learn more about issues in the committee’s jurisdiction and how a committee functions.

Qualified applicants should possess a positive attitude, strong communication skills, and be able to work in a fast-paced office. Responsibilities include attending briefings for the professional staff, assisting the staff at hearings and markups, working in the front office, and providing administrative support to the office.

The internship session will be held for the duration of August. This internship will be paid and can be given academic credit.

Applications will be reviewed on a rolling basis. Interested applicants should email a resume and their availability to cate.dillon@mail.house.gov with the subject line as “August Internship Application.”

MEM-342-22 The Committee on Education and Labor (Minority Staff) is seeking Fall 2022 **interns**

This is a valuable opportunity to learn more about issues in the committee’s jurisdiction and how a committee functions.

Qualified applicants should possess a positive attitude, strong communication skills, and be able to work in a fast-paced office. Responsibilities include attending briefings for the professional staff, assisting the staff at hearings and markups, working in the front office, and providing administrative support to the office.

The internship session will be held from early August to mid December. This internship will be paid and can be given academic credit.

Applications will be reviewed on a rolling basis. Interested applicants should email a resume and their availability to cate.dillon@mail.house.gov with the subject line as “Fall 2022 Internship Application.”

MEM-334-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2022. This is a hybrid position— hours are worked remotely and in-person. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee’s 9th District are preferred but not required. Start dates are flexible with Interns will working for approximately 10-16 weeks (August – November).

Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee’s 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.