



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of July 10, 2023**

**MEM-353-23** The Democratic Staff of the Committee on Science, Space, and Technology seeks full or part-time paid **interns** for Fall 2023. 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](mailto:sstdeminterns@mail.house.gov). Applicants will be accepted on a rolling basis.

No calls or drop-ins please.

**MEM-351-23** The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Fall **internship** in our Washington D.C. office.

Qualified candidates will have strong oral and written communication skills, eager to learn, detail oriented, and passionate about public service.

Responsibilities include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and the staff
- Attending hearings and briefings

The ideal candidate will be available from September 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. District ties and Southern California ties are strongly preferred.

To apply for an internship please email [Sam.Schiller@mail.house.gov](mailto:Sam.Schiller@mail.house.gov) by midnight ET on July 21st, 2023, with a resume and cover letter in a single PDF file. Please have your email subject line read “Fall Internship Application – (First Name, Last Name).”

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

**MEM-350-23** Congressman Kevin Mullin’s (CA-15) D.C. office is seeking an in-person, part-time, paid press **intern** for Fall 2023.

The press intern will work closely with the Press Secretary and occasionally the legislative team.

Applicants should be organized, creative, familiar with current events, and detail-oriented. Responsibilities include answering telephones, compiling daily press clips, creating content for social media, drafting press releases, newsletters, and other written materials, maintaining press lists, clipping floor and hearing remarks, and designing graphics.

The ideal candidate is team-oriented, has written and oral communication skills, experience with graphic design, and relevant communications experience. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

This position pays \$15 per hour and will be based on an approximately 25-hour work week. Interested applicants should send their resume and a cover letter explaining their interest and any relevant experience to [Mullininternships@gmail.com](mailto:Mullininternships@gmail.com) with the subject line “Mullin Fall Press Internship Application.”

California ties are preferred, but not required. The deadline to apply is July 28th, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity.

**MEM-349-23** The Washington, DC office of Congressman Kevin Mullin (CA-15) is accepting applications for paid legislative **internships** for the fall semester.

The ideal candidate will have excellent communication and written skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, research, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The Fall term begins late-August or early-September and ends mid- to late-December with flexible start and end dates. Work will be in-person and is compensated at \$15 per hour.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF to [MullinInternships@gmail.com](mailto:MullinInternships@gmail.com). Email subject line should follow the following format: LastName, FirstName – Fall Internship. Additionally, please note your availability and any ties to the Bay Area or California in the body of your email. The deadline to apply is July 25th, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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.

**MEM-348-23** The Office of Congressman Maxwell Alejandro Frost is hiring an **intern** in our Washington, D.C. office for the fall 2023 semester.

Interns will gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but we

generally require 35 hours a week and pay \$18 an hour.

Interns' responsibilities will vary. They 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 the many other functions of a congressional office.

District and Florida ties preferred. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should apply via <https://frost.house.gov/services/internships> The deadline to apply for the fall session is July 31, 2023.

**MEM-347-23** Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Fall 2023 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, Troy, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to [Internships.AL02@mail.house.gov](mailto:Internships.AL02@mail.house.gov) with the subject line "Fall Intern Application 2023 (Office Location)." Please specify in the email and subject line which office you are applying for.

**MEM-346-23** The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for in-person fall **internships** in her Washington, D.C. office.

Responsibilities will include:

- Answering phones,
- Conducting a semester-long capstone project,
- Writing constituent letters,

- Assisting legislative staff with research, and
- Categorizing mail.

Successful candidates will work well under pressure, are organized, hard-working, detail-oriented, have customer service/retail experience, and can have some fun! Ohio ties are preferred but not required, and candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. Interns will be eligible for a monthly stipend.

Interested applicants should send a resume, writing sample, and cover letter to [OH11InternResumes@mail.house.gov](mailto:OH11InternResumes@mail.house.gov) with “Fall Intern [LASTNAME]” in the subject line. The deadline to apply is July 21 close of business. No phone calls or drop-ins, please.

**MEM-345-23** The Washington, D.C. office of Congressman Pat Ryan (NY-18) is seeking **interns** for the Fall 2023 semester, from approximately mid-August to December. This position comes with a monthly stipend.

Responsibilities include, but are not limited to:

- Attending hearings and briefings on behalf of legislative staffers
- Compiling daily press clips for the Congressman
- Sorting constituent correspondence and drafting responses
- Leading tours of the Capitol
- Answering phone calls and greeting visitors to the office
- Supporting staff members with legislative research and other tasks as assigned

Ideal applicants will have strong written and oral communication skills, a demonstrated interest in government and public service, the ability to multitask and stay focused in a fast-paced environment, and a positive attitude. Undergraduate students and recent graduates are preferred, ties to NY-18 a plus.

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

The application can be found via <https://patryan.house.gov/services/internships> Deadline to apply is Friday, July 14, by 5pm.

Please reach out to [finn.donohue@mail.house.gov](mailto:finn.donohue@mail.house.gov) with any questions.

**MEM-344-23** U.S. Rep. Lloyd Doggett (D-Texas) seeks **interns** for his Washington office in Fall 2023.

Texas connections a plus. Upload resume, brief writing sample, and three references at <https://doggett.house.gov/services/internships>. No calls or drop-ins please.

**MEM-343-23** “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Fall 2023 (Internship would run from August through December 2023) in her Washington DC office.

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member’s office. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students.

Internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with “Washington D.C. Intern Fall 2023” in the subject line, their resume, cover letter, two references, and social media handles to [FL03.Internships@mail.house.gov](mailto:FL03.Internships@mail.house.gov) (No drop-ins or phone calls). The Deadline to apply is July 14th.”

**MEM-341-23** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2023 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: [cartwright.house.gov/services/internships](https://cartwright.house.gov/services/internships)

No phone calls or drop-ins please.

**MEM-338-23** Congresswoman Kay Granger’s Washington DC office is seeking paid congressional **interns** for Fall 2023.

The internship is in-person and will run from mid-August to mid-December. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Fall 2023 Internship” to [Grace.Looney@mail.house.gov](mailto:Grace.Looney@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-337-23** The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a part-time (20 hours a week) or full-time (40 hours a week) fall internship in our Washington D.C. office.

The preferred dates of this internship are August 28th through December 15th but can be flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

Compensation information:

- Interns will be paid an equivalent of \$3,200/month full-time or \$1,600/month part-time
- Academic credit may be available and should be arranged with your academic institution

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the

Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

**Application:**

We are currently accepting applications for an internship based in Washington D.C.. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages. Rolling applications are open until July 23rd at 8:59 PM PST/ 11:59 PM EST.

**MEM-336-23** The Office of Congresswoman Sylvia R. Garcia (TX-29) is seeking motivated, detail-oriented, and energetic individuals for a legislative **internship** in Washington, DC for Fall 2023.

This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply.

Responsibilities include but are not limited to drafting constituent correspondence on a variety of issues, assisting legislative staff with research, leading Capitol tours, answering and screening telephone calls, managing the front office, participating in Committee hearing and markup preparation, drafting memorandums, and other duties as necessary.

This position is available beginning late-August 2023 through December 2023. Interested applicants should send a resume, cover letter, and writing sample to the Intern Coordinator, Kriti Korula, at [kriti.korula@mail.house.gov](mailto:kriti.korula@mail.house.gov) with the subject line "Garcia Fall Internship Application". Applications will be accepted until July 21, 2023, COB. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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.



**MEM-334-23** The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for the part-time summer **internship** program in the Washington, D.C. office. The internship will run from August to December.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary.

Interested applicants should send their resumes and a cover letter to [mckayla.swan@mail.house.gov](mailto:mckayla.swan@mail.house.gov). Please use the subject line “Summer 2023 internship.”

**MEM-333-23** A GOP Texas Member of Congress seeks a paid, full-time Press/Digital **Fellow** for the fall semester.

Responsibilities include drafting digital content and graphics, assisting with the e-newsletter, media monitoring, and assisting the Press Assistant and Communications Director with various communications-related tasks.

The ideal candidate possesses strong writing skills and experience using Canva and/or Adobe Creative Suite.

Interested applicants should submit a cover letter, resume, and both a writing and digital sample to [maddie.bruno@mail.house.gov](mailto:maddie.bruno@mail.house.gov)

**MEM-331-23** The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented **internship** experience in the DC District Office.

District Intern responsibilities include answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will learn about the important functions of our impactful District office.

The term of this internship will be from September 5th, 2023---December 14th, 2023. The internship is paid full-time internship, interns must work at least 30 hours a week and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, 1 writing sample on a current issue, and at least one reference to [norton.casework@mail.house.gov](mailto:norton.casework@mail.house.gov).

The deadline to apply is 9:00 am EST, Tuesday, August 11th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-330-23** Rep. Mike Collins (GA-10) is currently seeking full-time or part-time **interns** to work in his Washington, D.C. office for the Fall 2023 term.

Intern responsibilities include communicating directly with constituents, in-depth policy research, assisting the communications team, leading Capitol tours, and performing administrative tasks. Interns will also be able to attend exclusive lectures, sit in on committee hearings, and participate in press events. Ideal candidates have a positive attitude, strong work ethic, excellent communication skills, and a willingness to learn.

Those interested should send their resume to [Jonathon.Hatz@mail.house.gov](mailto:Jonathon.Hatz@mail.house.gov) with "Fall 2023 Internship" in the subject line or fill out our internship form here: <https://collins.house.gov/services/internships>. Applications are reviewed on a rolling basis. If you have any questions, please do not hesitate to reach out. This is a paid internship.

**MEM-327-23** The House Democratic Caucus is currently seeking candidates for paid **internships** for the 2023 Fall term (late August – mid-December). Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply.

Interns support the daily operations of the Caucus office and the ideal candidate will be dependable, professional, detail-oriented and an efficient multitasker. The House Democratic Caucus offers three types of internships with the following responsibilities:

**Press:** Compiling daily clips, drafting press releases and other written materials, maintaining press lists, and assisting with press events and other Caucus events and meetings. Spanish fluency is a plus.

**Digital:** Drafting digital copy for the Caucus official social media channels, collaborating on creative graphic and video content, and assisting with press conferences and other Caucus events and meetings.

**Operations:** Greeting guests, answering phones, monitoring and responding to the Caucus email inbox, attending briefings and drafting memos, assisting with Caucus Meetings and events, helping Member offices and various day-to-day office tasks.

The House Democratic Caucus is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Proof of COVID-19 vaccination will be requested.

Interested applicants should submit an application using the link below and send a resume, cover letter, and one-page writing sample to [Intern.DemCau@mail.house.gov](mailto:Intern.DemCau@mail.house.gov) with “[Full Name] - Fall 2023 [Press/Digital/Operations] Intern” in the subject line. Digital applicants should also submit 1-2 digital samples.

The deadline to apply for our Fall cohort is Friday, July 14, 2023.

Application

Link: [https://docs.google.com/forms/d/e/1FAIpQLSe\\_TlyAZ\\_iq4zRvg2GvHPKGCWi8TjGfouq\\_ZOKbWWOwY4B7Wg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe_TlyAZ_iq4zRvg2GvHPKGCWi8TjGfouq_ZOKbWWOwY4B7Wg/viewform?usp=sf_link)

**MEM-322-23** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Fall 2023.

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

\*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

\*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

\*Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov) and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

Please also state any ties you have to Washington state and/or to the 1st Congressional District.

The deadline to submit applications is July 28, 2023, at 11:59PM PT.

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-318-23** “Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2023 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

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

Interested applicants should email their resume, cover letter, and dates of availability to [savannah.coughlin@mail.house.gov](mailto:savannah.coughlin@mail.house.gov) with “Fall 2023 Internship” in the subject line.”

**MEM-317-23** The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate and self-motivated law students for full-time or part-time **internships**.

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 officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and 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. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to [SSCPJobs@mail.house.gov](mailto:SSCPJobs@mail.house.gov), with “Fall 2023 Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

**MEM-316-23** The Office of Congressman Robert Garcia (CA-42) is currently hiring for a paid part-time press **intern** position to work in the Washington, D.C. office. The internship will run through late August 2023.

The Press Intern works closely with the communications team. Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media

The ideal candidate must be able to work in a fast-paced environment and have interest in political communications.

All qualified applicants, including candidates of diverse backgrounds, are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Interested applicants should send a one-page resume, and 2 relevant sample tweets to [sara.guerrero@mail.house.gov](mailto:sara.guerrero@mail.house.gov) and [marissa.davis@mail.house.gov](mailto:marissa.davis@mail.house.gov) with “Full Name –Summer Press Intern 2023” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-311-23** "The Washington D.C. Office of Congressman Anthony D’Esposito is looking for highly motivated individuals for their fall **internship** program.

Candidates should be able to work efficiently in high stress, fast moving environments and handle multiple projects at the same time. Duties include answering phones and speaking with constituents, greeting guests in the front office, assisting the legislative and communications teams, and leading constituent tours. Interns will get a unique look behind the scenes of the federal legislative process and will gain valuable public policy experience. Ties to the district are preferred but not required.

Interested candidates should submit their applications to <https://desposito.house.gov/services/internships> for consideration."

**MEM-308-23** "The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this fall.

The fall internship is from August – December 2023 and is open to college students and recent graduates. In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

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 the contact information for two references to [LBR.Internship@mail.house.gov](mailto:LBR.Internship@mail.house.gov), indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. "DC Fall 2023 Internship – NAME").

Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please. "

**MEM-304-23** Representative Mary Gay Scanlon (PA-05) Paid Fall Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample, and two references to [Emily.Kastenberg@mail.house.gov](mailto:Emily.Kastenberg@mail.house.gov) with the subject line “Fall Legislative Internship, NAME” by July 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-302-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Fall 2023 session. The internship would begin August 21 and last until December 15.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns co-currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate or graduate student or have recently graduated.
- Demonstrate an interest in politics, policy and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required.

Interested candidates should address their application materials to Katonya Pettaway at [Interns.NC03@gmail.com](mailto:Interns.NC03@gmail.com). Applications should include a cover letter, resume, and what the individual’s internship schedule may look like.

**MEM-299-23** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Fall 2023 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/hearings, performing legislative research, and supporting staff members on various projects.

Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and



progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov) with the subject “2023 Fall Internship Application – FirstName LastName” by Sunday, July 16th.

#### **MEM-298-23 DC Digital Production Intern**

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for the Fall.

##### **General Information:**

The internship is in-person and based out of our Washington, D.C. office. Preference will go to applicants available to join us full-time. A financial stipend will be provided.

##### **Duties and Expectations:**

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter
- Helping maintain and updating the Congressman’s website
- Conducting research and providing staff support for the communications team

##### **Candidates must:**

- Be familiar with Adobe Illustrator or Photoshop \*\*(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability
- Ability to handle multiple tasks on tight deadlines
- Be a team-player

##### **Submission:**

Questions about the position and any applications should be emailed to [michael.sucheki@mail.house.gov](mailto:michael.sucheki@mail.house.gov)

- Please submit a resume, cover letter, and three or more samples of your digital work
- Please include “Digital Production Intern” in the subject line
- Note that applications will close at 11:59pm July 16, 2023.



Inclusion Statement:

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal-opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

**MEM-297-23** Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs **Fellowship** Program.

This is a full-time, paid foreign policy fellowship for Fall 2023. This opportunity is based on financial need and is only open to candidates who are Pell-grant eligible. The fellowship is in our Washington, D.C. office. Recent college graduates, and students currently enrolled in graduate school are preferred. Under very rare circumstances the office will also hire undergraduate students.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, people of color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at [moulton.house.gov](https://moulton.house.gov) under the 'Services' tab and attach a cover letter and resume, or click the link [HERE](#). If you have trouble accessing the application form, please email [kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov).

If selected, you will be required to submit a FAFSA form. We are accepting applications for Fall through July 16, 2023 at midnight. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Kaitlyn Dinh ([kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov))

**MEM-296-23** Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office in Fall 2023.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students. A financial stipend will be provided.

## RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

## APPLICATIONS

Applicants can access the application [here](#). or they can apply through the internship portal at [moulton.house.gov](http://moulton.house.gov), under the ‘Services’ tab. If you have trouble accessing the application form, please email [kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov).

You will need a cover letter and resume to apply, in addition to filling out the online application. We will review applications on a rolling basis, if you are selected for an interview, a staff member will contact you. The application deadline is July 16 at 11:59pm ET.

**MEM-597-22** House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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

Interested applicants should send a cover letter, resume, and brief writing sample to [housedemjobs@gmail.com](mailto:housedemjobs@gmail.com) with “Legislative Fellow” in the subject line.