



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of November 22, 2021

MEM-535-21 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for spring 2022. This is a hybrid position—hours can be worked in person and remotely. If the public health situation changes significantly, the position could transition to in-office full-time.

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 and ties to Tennessee's 9th District. Full-time availability is preferred. Interns will work for 10-16 weeks (January-April). 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.

MEM-534-21 The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time law students to work during spring semester 2022 **internship**.

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative.

Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development and Work Safety. Law interns are unpaid, however, academic credit can be received. Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January.

To apply, please email a cover letter, resume, three references, two writing samples, and application form to E&L.Jobs@mail.house.gov indicating type of internship in the subject line. Applications missing any of the requirements will not be considered. The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

MEM-533-21 The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time press **intern** for paid and unpaid internships during spring semester 2022.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under deadlines and thrives in juggling multiple assignments. Interns can receive academic credit.

Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January.

To apply, please email a cover letter, resume, three references, two writing samples, and application form to E&L.Jobs@mail.house.gov indicating type of internship in the subject line.

Applications missing any of the requirements will not be considered. The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

MEM-532-21 The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time committee **interns** for paid and unpaid internships during spring semester 2022.

Duties may include, but are not limited to, assisting with administrative tasks, answering phones, processing mail, legislative research, and attending briefings and hearings. This is a fast-paced office; multitasking and attention to detail are required. Interns can receive academic credit.

Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January. To apply, please email a cover letter, resume, three references, two writing samples, and application form to E&L.Jobs@mail.house.gov indicating type of internship in the subject line.

Applications missing any of the requirements will not be considered. The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

MEM-531-21 Press/Digital **Internship** (Washington, D.C. Office)

The Washington, D.C. office of Congressman Dan Kildee (MI-05) is seeking a paid press/digital intern to join a fast-paced communications team for Spring 2022. Qualified candidates will have a demonstrated interest in press and digital communications as well as strong written, organizational and time management skills. This individual should enjoy taking initiative, solving problems and thinking creatively. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from January 3 through April 2022 to work from 9 a.m. – 6 p.m. when Congress is in session and from 9 a.m. – 5 p.m. when Congress is not in session.

Interested applicants should send a brief cover letter, resume and at least two sample social media posts with graphics to Sam.Ropa@mail.house.gov with the subject line “Spring 2022 Press/Digital Intern” by COB Friday, December 3.

RESPONSIBILITIES:

- Compile daily press clips
- Draft social media content for Twitter, Facebook and Instagram
- Create graphics and videos for social media
- Monitor and update the media contacts list
- Conduct research for op-eds, social content and press releases
- Assist the communications team

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written communication skills;
- Excellent organizational and proofreading skills;
- Experience using Adobe Creative Suite, Canva, or equivalent digital products to create graphics, videos, and other digital content;
- Experience drafting social media;
- Experience monitoring media;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Proficiency in Microsoft Word and Excel and Google Sheets

Congressman Kildee’s office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-530-21 Congressional **Internship** (Washington, D.C. Office)

The office of Congressman Dan Kildee (MI-05) is seeking a highly motivated and detail-oriented paid intern for Spring 2022. Qualified candidates will have

demonstrated interest in researching, learning, and writing about policy, legislation and the legislative process; strong writing and analytical skills; and an interest in public service. This position acts as an all-around helping hand in the congressional office, serving staff and constituents, and is essential to ensuring the office operates efficiently. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from January through May and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Interested applicants should send a cover letter and resume to Sam.Ropa@mail.house.gov with the subject line “Spring 2022 Internship” by COB on Friday, December 3.

RESPONSIBILITIES:

- Oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;
- Support the constituent mail program by batching constituent messages in IQ, researching and drafting constituent mail;
- Assist in managing office supplies for the Washington office;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state, and federal agencies and departments;
- Professional telephone manners;
- Ability to work cooperatively and courteously with others;
- Proficiency in Microsoft Word and Excel.

Congressman Kildee’s office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-529-21 The District Office of Representative Pramila Jayapal (WA-07) is seeking full-time and part-time paid **interns** for the Winter 2022 term. This is currently a remote position that is subject to change based on CDC guidelines.

Interns will work primarily with District office staff performing casework and administrative related tasks. Tasks include answering phones, replying to constituents, sorting mail, assisting with casework, and supporting staff members on various projects.

Ideal candidates will be professional and possess excellent communication skills, strong attention to detail, and a commitment to public service and progressive values. Applicants must be undergraduate students who have completed at least one-quarter of college.

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, short writing sample, three references, and availability to Shilpa Salgar at Seattle.Internship@mail.house.gov with the subject “First Name Last Name Internship Application.”

Applications will be accepted on a rolling basis until Sunday, November 28th. Incomplete or late applications will not be accepted.

MEM-527-21 The Washington office of Congresswoman Val Demings seeks spring term **interns** for her Washington, D.C. office.

Individual responsibilities will vary, but all interns will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues. Internship hours are flexible, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. This is a paid internship.

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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

To apply, please send a resume, cover letter with days of availability and a one-page writing sample to FL10.Internships@mail.house.gov. Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

MEM-524-21 The Office of Rep. Ro Khanna (D-CA) seeks Press/Legislative **interns** for the upcoming 2022 Winter/Spring term.

The office has two types of internships available: an in-person internship and a remote, research-focused internship.

In-person intern responsibilities will include drafting social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), designing graphics, attending hearings and briefings (either in person or virtually from the office), researching legislation for both the Member and legislative staff, drafting constituent letters on the Member's behalf, interfacing with constituents and visitors, staffing the front office, and potentially conducting tours. To be considered for this position, candidates must show proof of full COVID-19 vaccination, and if hired, agree to follow additional precautionary measures, such as mask-wearing and regular sanitizing.

Remote intern responsibilities will similarly include drafting social media posts, designing graphics, attending virtual hearings and briefings, and drafting constituent letters on the Member's behalf, but there will be a heavier focus on conducting legislative research for both the Member and legislative staff.

All interns are paid \$15.00 per hour for a minimum of 15 hours/week and maximum of 30 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship. The hours can be flexible to accommodate students' schedules but generally run 9:00 a.m. to 3:00 p.m. Monday through Friday.

To apply to intern in the DC office, please send your resume, a short writing sample (no more than 2-pages), 2 sample tweets on a current event, a sample graphic (optional) and your dates of availability to Emma.Preston@mail.house.gov.

Due to the high volume of applicants, a response is not guaranteed. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

MEM-522-21 Congresswoman Kay Granger's Fort Worth office is currently accepting **internship** applications for the Spring semester of 2022. This internship is paid.

Preferred candidates should possess excellent communication skills, a strong attention to detail, strong writing skills, and a passion for public service. Primary responsibilities include answering phones, assisting staff with constituent casework, attending community events within the district, and answering

constituent letters on various issues before the House of Representatives. Texas ties are preferred, but not required.

This office is an equal opportunity employer. Interested candidates should send a resume, a cover letter that describes why you want to intern for Congresswoman Kay Granger, and 3 references to Tucker.Brown@mail.house.gov, with “Rep. Granger Spring Internship” in the subject line. Applications are due on November 26th, 2021

MEM-521-21 Conservative California Member of Congress is seeking full and part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills, strong attention to detail, and display a strong work ethic.

Position duties include but are not limited to: attending Congressional hearings and briefings, answering phones, sorting mail, processing constituent tour and flag requests, leading Capitol tours, and assisting legislative staff with research.

The application is open to college students and recent graduates. Hours are flexible to accommodate students' course schedules, but generally run 8:30 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when Congress is not in session. This is a paid internship that complies with the House Paid Internship Program.

The application deadline for this position is December 3, 2021. The anticipated start date for this position is January 2022.

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

MEM-519-21 Spring **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12) Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Spring 2022. The internship is in-person and will run from early January to late May. 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 “Spring 2022 Internship” to Will.Salmon@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

MEM-518-21 Congressman Jay Obernolte's Washington, DC office is seeking **interns** for the Spring 2022 term. The internship would begin in January and last until early May. Specific dates are tentative on the release of the official House calendar.

The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, 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. California ties are preferred but not required.

The deadline to apply for the spring session is Friday, December 10th.

Interested candidates should send a cover letter and resume to Will Burns at CA08.internships@mail.house.gov.

MEM-517-21 Fall Congressional **Internship** Opportunity:

Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his team through the end of the year. Option to be extended into Winter 2022 intern class depending on performance.

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 virtual hearings and meetings, answering constituent phone calls, 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, writing sample and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-513-21 Congressman Sean Patrick Maloney's (NY-18) D.C. Office is seeking congressional **interns** for the upcoming Spring 2022 Semester.

This internship is in-person and based in the Washington, DC office for college sophomores and above. Hours can be modified to accommodate students' course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

Qualified candidates should be organized, detail-oriented, able to multitask, possess strong writing skills, and an interest in policy work. Interns' responsibilities will vary.

Responsibilities include: checking voicemails, answering phone calls, researching legislation for the member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House. 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 a brief writing sample to ny18maloneyleg@gmail.com with the subject line "[last name] Spring Intern Application" no later than EOD November 29, 2021. Our office is accepting applications on a rolling basis. New York ties and a fun personality are a plus!

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.

MEM-511-21 Winter Congressional **Internship** Opportunity:

Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his team. 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 virtual hearings and meetings, answering constituent phone calls, 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, writing sample and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-504-21 “The Office of Congressman Ronny Jackson is seeking **interns** for the Washington D.C. Office.

College students may apply for an internship for the Spring term that runs from January 4th to May 20th. Dates are flexible. The internship is unpaid, however, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

Interns' responsibilities vary, but they will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Texas ties are preferred but not required.

To apply, please visit Internships | Congressman Ronny Jackson (house.gov), or email the intern coordinator, Katie Wallach, at Katie.Wallach@mail.house.gov”

MEM-499-21 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time **internship** for Spring 2022.

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

Responsibilities include, but are not limited to, assisting 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. Law students play a key role in the office and will work closely with Committee counsel and staff.

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

Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

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. This is a fulltime position.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Devon.Ombres@mail.house.gov with “2022 Spring CRCL Internship Application” in the subject line. No phone calls or drop-ins please.

MEM-498-21 Congressman Gerald E. Connolly of Virginia’s 11th Congressional District, a senior member of the House Foreign Affairs Committee and House Committee on Oversight and Government Reform, is seeking out new **interns** for the Spring 2022 Semester.

Essential Duties and Responsibilities:

- **Constituent Services:** Directly communicating with constituents, assisting the management of incoming constituent correspondence, and drafting correspondence in response to constituent concerns
- **Legislative Research:** Conducting research on a wide variety of policy issues, drafting memos, and attending briefings and committee hearings
- **Administrative Assistance:** Assembling hearing materials, managing the front office, and escorting and meeting with guests throughout the Capitol complex
- Other duties as assigned

Hours and Compensation:

Hours are flexible and based on candidate’s schedule. This is a paid internship. All interns will receive a \$2000 stipend over the course of their work.

Application Process:

Selection is based on an applicant's general office and computer experience, interview, and a short writing sample. Please submit a cover letter, resume and a brief writing sample to the office of your choice.

To Apply:

Please submit the following in the form of a single pdf:

1. Resume
2. A short writing sample (2-page maximum)
3. A 1-page cover letter that answers the following questions
 1. What do you feel is the most important issue currently facing Virginia’s 11th Congressional District?

2. Why are you driven to public service and what impact do you want to make on your community?
3. Why do you wish to work for Congressman Connolly specifically?

Interns are accepted throughout the year on a part-time basis. Priority is given to applicants with ties to the 11th District. Selection is based on an applicant's interview, short writing sample, and relevant experience.

Deadline: December 1

Please fax or email your information to:

Washington, D.C. Office:

va11.internship@mail.house.gov

Phone: (202) 225-1492

MEM-496-21 Spring Intern – Congressman Chris Pappas (NH-01)

The Washington, D.C. and district offices of Congressman Chris Pappas are currently accepting applications for the Spring internship program which will run from January to May 2022. This is an in-person internship with academic credit and stipend opportunities. Applications for full and part-time positions will be considered.

Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting. The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages) to Pappas.Internships@mail.house.gov with “[Last Name] [Location: DC or District] Internship Application – Spring 2022” in the subject line by 11:59pm, Sunday, November 28, 2021. In your email, please also specify your dates of availability.

For more information visit <https://pappas.house.gov/services/internships>.

MEM-495-21 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships: A Legislative Internship and a Press Internship. Due to the ongoing threat presented by the COVID-19 pandemic, the internship is expected to be remote for the duration of the term.

Legislative Intern responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, researching legislation for the legislative staff, and providing support for the day-to-day activities of the

office. Press Intern responsibilities include drafting social media posts, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Press Secretary in the day-to-day operations of the office.

The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, a one-page cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates, availability for Monday-Friday, and which position they are applying for (or state that you do not have a preference). We also ask that applicants for the Press Internship submit 1-3 sample graphics. Deadline to apply is 5 PM ET on Tuesday, November 30th, 2021.

MEM-493-21 Representative Jim Costa (CA-16) is currently accepting **internship** applications for the Spring of 2022 in his Washington DC, Fresno, and Merced offices.

Interns will learn about the inner workings of a congressional office while gaining firsthand knowledge of the legislative process. Qualified candidates should be highly organized, excellent communicators, able to multitask, and have strong writing skills.

Duties include (but are not limited to): greeting visitors, answering phones, attending briefings and hearings, conducting legislative research, sorting mail, and various other tasks to help to office function smoothly.

Full- and part-time candidates will be considered. This is a hybrid internship with both in-person and remote workdays. Technology will be provided for remote work. Opportunities for school credit are available, and a stipend will be provided to qualifying interns. CA-16, Central Valley, and California ties are a plus.

Interested applicants should apply on the Congressman's website: <https://costa.house.gov/services/internships>. Applicants must provide a resume, cover letter, and brief writing sample.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, sexual orientation, or military status. All are strongly encouraged to apply. No calls or walk-ins.

MEM-492-21 The office of Congressman Mike Levin (CA-49) seeks highly motivated undergraduates and recent graduates for his Washington D.C. office for the

Spring 2022 session. This is an in-person **internship**. District ties are strongly preferred, but not required.

Preferred candidates should possess excellent communication and customer service skills and a strong attention to detail. Primary responsibilities will include processing correspondence, answering phones, attending briefings, performing legislative research and analysis, drafting memos and letters, and various other tasks.

Successful applicants should have a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, and the capacity to work both independently and as part of a team.

Interested applicants should email a cover letter, resume, three references, and a brief writing sample (with their last name in the name of each file) to CA49.DCInternships@mail.house.gov by Tuesday, November 30, 2021.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

MEM-488-21 Spring **internships** in Rep. Angie Craig's office will be conducted in a hybrid format in accordance with the latest public health guidance. Internships will begin no earlier than January 10, 2022 and extend no later than mid-May. All interns are paid \$15 per hour and provided with all necessary technology for their work.

Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 15-20 hours per week is highly preferred. Interns based 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 the legislative and communications staff members on various projects.

Interns based 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.

As a result, interns will learn about the legislative process, learn about all of the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District. The program is easily tailored to fit interns' policy interests and career goals.

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

Application Instructions:

- To apply for an internship based in Rep. Craig's Washington, D.C. office, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DC Fall Internship Application."
- To apply for an internship based in Rep. Craig's District office in Burnsville, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DO Fall Internship Application."
- If you would like your application to be considered for both offices, please use the subject line "(Last Name) BOTH Fall Internship Application."
- Please include your earliest start date, latest end date, and weekly availability between 8am and 5pm CST in your cover letter.

We strongly encourage individuals with ties to Minnesota (including 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 Spring 2022 internships, applications must be submitted no later than Sunday, November 28, 2021. Late submissions will not be considered nor accepted. If you have any questions, please contact the Washington, D.C. office at 202-225-2271 or the Burnsville office at 651-846-2120.

MEM-485-21 Spring **Intern** – Congressman Earl Blumenauer (OR 03)

Congressman Earl Blumenauer's DC and Portland, Oregon offices seek positive, hard-working and civically minded interns for our Spring internship program which will run from January to April 2022.

The program will follow a hybrid format, with opportunities for both remote and in-person work. Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, field representation and constituent casework.

A stipend of \$1000 to \$2000/month and academic credit is available depending on hours worked.

To apply please submit a resume, cover letter, and your availability in a single PDF to both Eli.Bliss@Mail.House.Gov and Zoe.Walker@Mail.House.Gov by Sunday November 28, 2021.

Our office is an equal opportunity employer, committed to developing an organization that reflects the diversity of the district that we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, veteran status, or disability.

We encourage applications from historically underrepresented candidates, including people of color; LGBTQ individuals; low-income, first-generation, and non-traditional students; people with disabilities, and women.

For more information visit <https://blumenauer.house.gov/services/internships>

MEM-482-21 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 **internship** for the spring of 2022.

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.

Please send resume, cover letter, and a letter of recommendation to Vanessa.Schoning@mail.house.gov or apply online at <https://titus.house.gov/>.

MEM-479-21 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Winter 2022 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. Please no calls.

MEM-471-21 "A Conservative Congressman from Colorado is currently seeking candidates for a paid **internship** for the 2022 Spring semester in our Washington D.C. office.

Interns will assist the legislative staff by conducting research, answering phones, assisting with social media, and helping with administrative tasks. Interns will also greet constituents and should be team-oriented and have strong communication skills.

This internship provides a truly unique opportunity to gain experience in a fast-paced office on Capitol Hill. Qualified candidates should submit a resume and cover letter to CO05internship@mail.house.gov with the subject line with "Spring Internship". Colorado ties not necessary but preferred."

MEM-467-21 U.S. Representative David N. Cicilline is seeking part-time, remote legal **interns** for the spring 2022 semester to work with his legislative team.

Interns will work closely with the office's Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, and providing other assistance as needed. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women's issues/reproductive rights.

This internship is open to current 2L and 3L law students in good academic standing. Students must be able to receive academic credit for the internship and are expected to work 2-3 days per week. This position will be completely remote but will entail frequent communication and collaboration with Legislative Counsel and other staff.

Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply. To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com.

Please send all application documents in a single PDF file and include "Legal Intern Application" in the subject line.

MEM-463-21 Office: Congressman Tom Reed (NY-23)

Position: **Internship**

Description: The Washington D.C. office of Congressman Tom Reed is currently seeking full time interns for the Spring 2022 semester. Ideal candidates should be professional, dependable, and possess strong communication skills.

Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearings and briefings, and other legislative projects.

Internships are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Interested applicants

should send their resumes and cover letter with the subject line “Spring 2022 Internship” to Hannah.Genovese@mail.house.gov

Requirements: Please e-mail a resume and cover letter including desired start date and availability

Email to send resume (and other items if applicable)
to: hannah.genovese@mail.house.gov

MEM-462-21 “A Conservative Midwestern Member of Congress is seeking candidates for a paid **internship** in our Washington, DC office for the Spring 2022 semester.

Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about our country’s legislative process. Responsibilities include answering phones and constituent letters, researching legislation, attending hearings and briefings, leading Capitol tours, and providing administrative support to the office. This position is full-time and in the office.

Interested candidates should email their resume, cover letter, dates of availability, and two references to gopmidwestjobs@gmail.com no later than Friday, November 26th.”

MEM-456-21 Congresswoman Cindy Axne is seeking **interns** in her Washington, D.C. office for the 2022 Spring semester.

Interns will assist staff members with administrative, legislative and communications work. Typical intern duties include answering constituent calls, opening and sorting constituent mail, giving tours, etc. along with working with the Congresswoman and her staff on research and legislation.

Internships are open to undergraduate students and recent college graduates. Preference is given to applicants with Iowa or Midwestern ties. A stipend will be provided to eligible individuals.

To apply, please visit our website at: <https://axne.house.gov/services/internships>

MEM-454-21 The Office of U.S. Representative Anthony G. Brown (MD-04) is currently seeking applicants for an **internship** in our Washington D.C. office.

Interns will have the opportunity to interact with constituents, give tours of the US Capitol, gain knowledge of the legislative process, engage with the communications team and to see firsthand what it takes for a congressional office to run.

We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must.

Hours are Monday through Friday, 9:00 AM – 5:00 PM. (40 hours). Monthly stipends are available to full time interns unless they are sponsored by an outside organization or are planning to receive academic credit for the internship.

JOB RESPONSIBILITIES:

Students that are interested in interning our Washington D.C. office will have some of the following duties:

- Answering phone calls
- Data assembly and entry
- Assisting the Legislative Team with projects
- Assisting with the research and writing of constituent correspondence
- Researching issues or agency policies
- Assisting with mailing projects
- Other projects as assigned

If interested, please send a resume, cover letter, short writing sample, and (2) references to Amiri.Hill2@mail.house.gov, and indicate spring 2022 internship in the subject.

If you have any questions about the internship opportunity program at The Office of U.S. Representative Anthony G. Brown (MD-04), please contact Amiri Hill at Amiri.Hill2@mail.house.gov or 202.225.8699.

MEM-432-21 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07) is seeking full-time and part-time paid **interns** for the Spring 2022 term. This is currently a hybrid in-person/remote position that is subject to change based on CDC guidelines.

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.

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, short writing sample, three references, and availability to Diego.Sanchez@mail.house.gov with the subject "First Name.Last Name Internship Application." Applications will be accepted on a rolling basis until Sunday, November 29th. Incomplete or late applications will not be accepted.

MEM-412-21 The office of Representative Kai Kahele (HI-02) is currently accepting applications for Spring **interns** in both his Hilo, Hawai'i and D.C. offices from January to May 2022.

Hawai'i District Office interns will be asked to answer phones, sort mail, research legislation and stakeholder meetings, assist staff with constituent casework and outreach activities and perform administrative work as assigned. As a result, interns will have the opportunity to learn about constituent services and the functions of a congressional district office.

D.C. Office interns will be asked to answer phones, research legislation, attend virtual hearings and briefings and draft memos for the Congressman and legislative staff. As a result, interns will have the opportunity to learn about the legislative process and the many other functions of a congressional D.C. office.

Ideal candidates should possess excellent communication skills, a strong attention to detail and the ability to work in a fast-paced environment. We highly encourage college students and recent graduates to apply. Students in high school are only eligible to apply for our Summer term. Hawai'i ties are strongly preferred, but not required.

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. Women, people of color, LGBTQIA+, unhoused people, and members of other marginalized communities are encouraged to apply.

Interested candidates should apply on the Congressman's website at <https://kahele.house.gov/services/internships>. The deadline for applications is Friday, November 26 at 5:00pm EST.

Applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

MEM-406-21 Congresswoman Lisa Blunt Rochester is currently seeking energetic and self-motivated **interns** for her Washington, DC and Wilmington offices for the Spring 2022 term. This is a paid internship. This is currently a hybrid in-person/remote position that is subjected to change based on CDC guidelines.

Preferred candidates should possess excellent communication skills, a strong attention to detail, strong writing skills, a passion for public service, and a good sense of humor.

Primary responsibilities 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. Delaware ties are preferred, but not required.

This office is an equal opportunity employer. Interested candidates should send a 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 Spring 2020 Internship." Applications are due on November 30th, 2021