



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of August 9, 2021**

**MEM-313-21** Press **Fellow** -- Congresswoman Judy Chu (CA-27), Chair of the Congressional Asian Pacific American Caucus (CAPAC), is seeking a highly motivated, detail-orientated, and energetic individual to assist with communications, digital media and social media, and graphic design as a press fellow in the D.C. office. This is a four-month paid position that reports to the Communications Director.

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

Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment. Qualified candidates should submit a cover letter, resume, one writing sample, and one example of previous digital media or graphic design products to [Ben.Suarato@mail.house.gov](mailto:Ben.Suarato@mail.house.gov) with "Press Fellow" in the subject line. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

**MEM-311-21** The Office of Rep. Lori Trahan (MA-03) is currently seeking Fall 2021 **interns** in our Washington D.C. and District Office.

Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply. MA/and or MA-03 ties are preferred, but not required. Fall Internships will run from September to December. Full time and Part time options available for both offices.

The Fall 2021 Internship deadline: August 15

#### Washington D.C. Office

In our Washington, D.C. office, Internship hours can be flexible to accommodate students' course schedules, but generally run 9:00am to 5:00pm.

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

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

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

#### District Office (Located in- Lowell, MA)

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

#### To Apply:

All applications must be submitted through the online application: <https://trahan.house.gov/forms/internships/>

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

- D.C. Office-General Internship: Jacky Alvarado ([Jacqueline.Alvarado@mail.house.gov](mailto:Jacqueline.Alvarado@mail.house.gov))
- D.C. Office-Press Internship: Yael Sheinfeld ([Yael.Sheinfeld@mail.house.gov](mailto:Yael.Sheinfeld@mail.house.gov))
- District Office Internship: Sarah Keene ([Sarah.Keene@mail.house.gov](mailto:Sarah.Keene@mail.house.gov))

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

**MEM-310-21** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Fall 2021.

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, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns 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 Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

Qualifications: Applicants should have (i) an interest in public service; (ii) a desire to learn; and (iii) exceptional analytic skills. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to work full time.

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Fall 2021

GovOps” to [Government.Operations@mail.house.gov](mailto:Government.Operations@mail.house.gov) with “Fall 2021 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

**MEM-309-21** Congressman Sean Patrick Maloney’s (NY-18) D.C. Office is seeking **interns** for the upcoming Fall 2021 Semester.

This internship is based in the Washington, DC office for college sophomores and above. Hours are flexible 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. Due to the ongoing impact of COVID-19, our office will continue to take precautions, including some remote work.

Qualified candidates should be organized, detail-oriented, able to multitask, and 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](mailto:ny18maloneyleg@gmail.com) with the subject line “[last name] Fall Intern Application” no later than EOD August 18, 2021. 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-308-21** Congressman Nadler is seeking paid undergraduate student **interns** for the Fall 2021 semester in both his New York City district office and his Washington, D.C. office.

Applicants should be interested in learning the daily, detailed operations of a congressional office: responding to constituent problems and concerns, writing letters, drafting policy memos, working with community organizations and other government agencies to resolve problems, and performing general office tasks. Excellent communication skills are important.

Interns must be able to commit to at least 20 hours per week and should have completed their first year of college.

Please send a resume, cover letter, and 1-2 page writing sample to [NY10.Internship@mail.house.gov](mailto:NY10.Internship@mail.house.gov). In your cover letter, please note your availability on each day of the week, and in the subject line of your email, indicate whether you are applying for an internship in the D.C. office or NY district office.

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

Due to the large volume of applicants we receive, only those applicants who are offered interviews will be contacted.

**MEM-307-21** The House Judiciary Committee Democratic staff are looking for **interns** for the spring semester. The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

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

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

Examples of potential responsibilities include:

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

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race,

color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline to apply for the spring semester is October 1, 2021. This internship is based in Washington, DC. To learn more and apply, please visit [judiciary.house.gov/about/internship-opportunities.htm](https://judiciary.house.gov/about/internship-opportunities.htm)

**MEM-305-21** Congressman Barry Moore (AL-02)'s D.C. and District Offices are seeking part-time or full-time **interns** for the upcoming Fall 2021 Semester.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, and Dothan, Alabama, offices and 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 students' course schedules, but generally run 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 phones, drafting constituent letters, listening to hearings and briefings, assisting the press 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 and resume to [Anthony.Emmett@mail.house.gov](mailto:Anthony.Emmett@mail.house.gov) with the subject line "Fall Intern Application 2021 (Office Location)". Please specify in the email and subject line which office you are applying for.

Applications will be considered on a rolling basis. Alabama ties are appreciated, but not required.

**MEM-303-21** The House Committee on Natural Resources Republican Staff is soliciting fall **internship** applications for both college students and graduates for the fall semester.

The ideal candidate should have education, experience, and/or interest in natural resource policy, possess the ability to work both independently and as part of a team, and have superior written and oral communications skills. Interns will have opportunities to directly support the full committee and subcommittees on a wide range of Committee activities and policy issues.

Intern responsibilities will vary. Interns will interact with committee staff and Members, provide research support to subcommittee staff, attend hearings and briefings, and other work to support the Committee. As a result, interns will learn

about the legislative process, and the many other functions of a committee. This is a full-time paid internship. Accommodations may be made to internship start/end dates and hours to accommodate students' course schedules, but are generally considered Sept. to December, 9:00 a.m. to 5:30 p.m. Monday through Friday.

Candidates should be at least 18 years of age and must be either a U.S. citizen or in the U.S. legally.

Interested applications should email questions, a resume, cover letter, and two letters of recommendation to [HNRRepublicanInternships@mail.house.gov](mailto:HNRRepublicanInternships@mail.house.gov) with the subject line "<Applicant First and Last Name> - HNR Internship" Deadline for applications is August 18, 2021.

**MEM-302-21** Congressman Gregory W. Meeks (NY-5) is seeking an enthusiastic, highly motivated **intern** to work in-person in our D.C. office for the Fall 2021 semester.

Interns in Washington, D.C. are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff. This includes attending Congressional hearings and briefings, writing memos, compiling press clippings, drafting social media posts, answering phones, and sorting mail.

As an intern for Congressman Meeks, the Chairman of the House Foreign Affairs Committee and a senior member of the House Financial Services Committee, you will have a unique opportunity to gain unparalleled exposure to the political processes and legislative work on Capitol Hill.

Applicants should be able to work in a dynamic, fast-paced environment, be team-oriented and collaborative, and have a demonstrated interest in public service, government, international affairs, and/or financial services. Strong writing, communication, and interpersonal skills are required. Women, BIPOC, LGBTQ+ persons, and/or candidates from other underrepresented communities are strongly encouraged to apply. New York and district ties are preferred, but not required.

To apply, please send a cover letter, 1-page resume, and writing sample (1-4 pages) in one PDF document to [applicationsNY05@mail.house.gov](mailto:applicationsNY05@mail.house.gov). This is a rolling application deadline until open positions are filled.

**MEM-299-21** The Democratic Staff of the House Committee on Veterans' Affairs seeks legislative or press **interns**.

Responsibilities include but are not limited to conducting legislative research, managing and responding to constituent correspondence, attending briefings and



hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern's interests.

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

This is an unpaid, virtual internship that can be a full-time or part-time position. Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. If applicants have additional questions about the internship, contact [Veterans.Internships@Mail.House.Gov](mailto:Veterans.Internships@Mail.House.Gov).

**MEM-293-21** Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Fall 2021 semester.

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

Duties include: answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

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

Deadline to apply by is August 13th, 2021 COB. A minimum of 25 hours per week is required. All materials must be submitted to [Joelle.Lawrence@mail.house.gov](mailto:Joelle.Lawrence@mail.house.gov)

**MEM-289-21** The Democratic Staff of the House Committee on Natural Resources is currently seeking a full-time **intern** for Fall 2021 (September – December).

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



research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend.

We will consider both remote and in-person candidates. Please state your preference in your application.

Depending on guidance from the CDC and the Congressional Office of the Attending Physician, the internship may become fully remote. We will notify candidates being considered as soon as possible.

To apply, address your application materials to Heather Pacheco at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line “Fall Internship Application – First Name Last Name” by COB August 13, 2021. Please include a cover letter, resume, short writing sample, and dates of availability.

Applicants will be considered on a rolling basis. Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. No phone calls or drop-ins please.

This posting will be removed from the Committee’s website when the position has been filled.

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

**MEM-288-21** The Democratic Staff of the Committee on Science, Space and Technology seeks full-time and part time, paid **interns** for Fall 2021.

Interns are asked to work with staff to help prepare for committee hearings and markups and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

**Internship Description/Duties:**

This position will be a combination of telework and in-office work as safety and logistics permit. Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function.

Typical Intern Duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee’s jurisdiction.

Qualification/Skills:

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

Interested applicants should visit the Committee's website at <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

**MEM-286-21** Congressman Richard Hudson's (NC-08) D.C. Office is seeking part-time or full-time **interns** for the upcoming Fall 2021 Semester.

This internship is based in the Washington, D.C. office and is 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 students' course schedules, but generally run 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 phones, answering constituent letters, attending hearings and briefings, drafting social media campaigns, assisting with press briefings, 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 application, found on [Hudson.House.Gov](https://Hudson.House.Gov), to [kaitlin@mcniffe@mail.house.gov](mailto:kaitlin@mcniffe@mail.house.gov) with the subject line "Fall Intern Application 2020."

Applications will be considered on a rolling basis. North Carolina ties are appreciated, but not required.

**MEM-285-21** The office of Congressman Dan Kildee (MI-05) is seeking a highly motivated and detail-oriented paid **intern** for Fall 2021.

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

This position is paid and in-person. The ideal candidate will be available from September through December and to work from 9 AM – 6 PM when Congress is in session and from 9 AM – 5 PM when Congress is not in session.

Interested applicants should send a cover letter, resume, and three professional references to [Sam.Ropa@mail.house.gov](mailto:Sam.Ropa@mail.house.gov) with the subject line “Fall 2021 Internship” by COB on Monday, August 16.

#### 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;
- 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;
- Thoroughness and careful attention to detail;
- 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-284-21** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2021 in Washington, D.C.

Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required.

Internships with the office are paid and receive metro benefits. No phone calls, follow ups or drop ins, please. Please email [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov), with your resume, cover letter & a 1-2 page writing sample as a single PDF.

**MEM-283-21** TITLE: Congressional **Intern**

REPORTS TO: Intern Coordinator

**CORE RESPONSIBILITIES:**

- to assist in performing research, processing the mail, data entry, reception duties and other office errands.

**QUALIFICATIONS:**

- excellent oral and written communication skills;
- high level of attention to detail
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.

**DUTIES:**

- performs research (CRS, the Library of Congress, MIN, or other available resources);
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Congressman Dan Newhouse (WA-04) is seeking paid interns for Fall 2021 in Washington, D.C. Interns will assist the legislative and administrative staff with various duties.

Some duties include: attending briefings, answering phones, conducting Capitol tours, drafting constituent correspondence letters, and performing legislative research and analysis. We are looking for responsible individuals that are dependable, organized, and willing to learn. Internships are open to undergraduate students and college graduates. Washington state ties are encouraged but not required.

To apply, please email a cover letter and resume to: [jack.pickett@mail.house.gov](mailto:jack.pickett@mail.house.gov)

**MEM-282-21** Congresswoman Grace Meng's (NY-06) D.C. Office is seeking **interns** for the upcoming Fall 2021 Semester.

This internship is based in the Washington, DC office and is open to college students. Hours are flexible 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. Due to the ongoing impact of COVID-19, our office will continue to take precautions, including some remote work.

Interns' responsibilities will vary. Responsibilities include: checking voicemails, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns gain an understanding of the legislative process and the many other functions of a congressional office. If eligible, this internship includes a monthly stipend.

To apply, please send a cover letter, resume, and writing sample to [NY06\\_Intern\\_App@mail.house.gov](mailto:NY06_Intern_App@mail.house.gov) with the subject line "Fall Intern Application" no later than 4:00p on Tuesday, August 10th, 2021. New York ties are a plus!

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-281-21** Congresswoman Grace Meng's (NY-06) D.C. Office seeks a Communications **Intern** for the upcoming Fall 2021 Semester.

Qualified candidates will have strong written and social media skills, graphic design and video editing experience. One to two years experience (including internships) in a press or digital media role is preferred.

Responsibilities include:

- Drafting social media campaigns
- Designing social media graphics
- Clipping and editing videos
- Assisting with press releases and other written materials
- Developing creative communications ideas
- Monitoring and compiling reports on press and social media
- Administrative work as needed, including answering phone calls

This internship is based in the Washington, DC office and is open to college students. Hours are flexible 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. Due to the ongoing impact of COVID-19, our office will continue to take precautions, including some remote work.

To apply, please send a cover letter, resume, and writing sample to [NY06\\_Intern\\_App@mail.house.gov](mailto:NY06_Intern_App@mail.house.gov) with the subject line “Communications Intern Application” no later than 4:00p on Tuesday, August 10th, 2021.

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-277-21** Congresswoman Lisa Blunt Rochester is currently seeking energetic and self-motivated **interns** for the DC and Wilmington office for the Fall 2021 term. This is a paid internship. This is currently a hybrid 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. Primarily responsibilities include answering phones, researching legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Delaware ties are preferred, but not required.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

Interested candidates must send a resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and 2 letters of recommendation 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.

For example: “DC Spring 2020 Internship.” Candidates from BIPOC, LGBTQIA+, and/or underrepresented communities are strongly encouraged to apply. Please note in the cover letter or body of the email if the internship is for school credit and if you are Pell Grant eligible.

**MEM-275-21** The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive virtual/in-person press **intern** to assist on an aggressive communications team. Applicants must be available to begin in mid-August.

This internship may offer a stipend. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills.

Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. Applicants must have the ability to work proactively from home and must have a reliable computer, internet connection, phone connection, and power. The intern will be expected to be online and fully available from 8:30am-5pm ET Monday through Friday.

Intern responsibilities include:

- \*Compiling press clips by 9:30am ET every morning
- \*Social media strategizing for increased growth
- \*Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook campaigns
- \*Creating graphics for social media, knowledge of graphic design software like Photoshop or Canva preferred
- \*Drafting speeches
- \*Drafting small newsletters
- \*Editing written materials, such as newsletters or press releases
- \*Other duties as needed to support the communications team

Please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable). Send to [KrishnamoorthiPressInternship@gmail.com](mailto:KrishnamoorthiPressInternship@gmail.com).

**MEM-272-21 TITLE: Intern**

REPORTS TO: Intern Coordinator/Supervisor

Congresswoman Elissa Slotkin seeks highly motivated, organized, and detail-oriented undergraduates and recent graduates for her DC office internship program.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, compile media clips, answer phones, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected in the office from 9 am to 6 pm, however hours are flexible based on a student's course schedule. A monthly stipend is also available.

To apply for an internship, please apply by going to <https://slotkin.house.gov/internships>

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Slotkin's office is an equal-opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Applications will be accepted through July 31, 2021.

CORE RESPONSIBILITIES:



- to assist in performing research, processing the mail, data entry, reception duties and other office errands.

**QUALIFICATIONS:**

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.

**DUTIES:**

- performs research (Congress.gov, CRS, or Google);
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

**MEM-271-21** The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

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

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “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 phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-270-21 LEGISLATIVE INTERNSHIP:**

The Office of Congressman Donald Norcross (D-NJ) is seeking qualified interns for our D.C. office for Fall 2021.

Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues, compiling press clips, assisting with scheduling requests and helping with staff-led projects.

In addition, interns lead Capitol tours, run errands and complete various administrative tasks as needed. Interns will also have the opportunity to attend special events, such as committee hearings, briefings and seminars.

The internship includes a stipend and will run from late August or early September to mid-December. Interested applicants should email a resume, cover letter and dates/hours of availability to [ashly.estevezperez@mail.house.gov](mailto:ashly.estevezperez@mail.house.gov) with “Fall Intern: Last Name, First Name” in the subject line.

No phone calls, or walk-ins, please. New Jersey ties are a plus! This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Friday, August 13.

**MEM-266-21** The Orange County office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a part-time press **intern** to assist with communications, social media, and graphic design. Candidates should possess strong written and verbal communication skills and have an interest in politics and government.

Daily tasks include producing assets for the Congresswoman’s social media accounts, such as graphics, GIFs, and short videos; drafting press releases and newsletters; tracking and compiling mentions of the Congresswoman in the news; transcribing press interviews; creating and managing press lists; and assisting with media inquiries and research. Knowledge of programs like Adobe Creative Suite and Canva a plus, but not required.

Qualified candidates must submit a cover letter, resume, and one writing sample (1-2 pages) as one attachment to [katieporter.press@mail.house.gov](mailto:katieporter.press@mail.house.gov) with the subject “[full name] press internship application”. We recommend that applicants also submit one to two examples of previous digital media or graphic design products, but this is not required. We are accepting applications on a rolling basis, but we will prioritize candidates that apply before August 1st.

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

The intern will receive a monthly stipend. We will prioritize candidates who are able to commit 20 hours/week.

**MEM-264-21** 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](mailto:Garamendi.Internships@mail.house.gov)

**MEM-263-21** The office of Congressman Paul Tonko (NY-20) is seeking candidates for full-time Fall **internships** in our Washington, DC and Albany offices.

Interns will work with legislative and casework staff to learn about all operations of a congressional office. We look for applicants who possess strong oral and written communication skills and who are passionate about public service, eager to learn, and detail oriented. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Responsibilities may 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 staff
- Collecting daily press clips and drafting social media posts
- Attending hearings and briefings

To apply for an internship in my Washington, D.C. office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Miranda Miller at [Miranda.Miller@mail.house.gov](mailto:Miranda.Miller@mail.house.gov).

To apply for an internship in my Albany office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Nadja Pope at [Nadja.Pope@mail.house.gov](mailto:Nadja.Pope@mail.house.gov)

#### **MEM-257-21 DIGITAL INTERN**

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

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics.

Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

#### **MEM-256-21 PRESS INTERN**

The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press intern position this fall. The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment.

Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the

communications director and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-246-21** The Office of Congressman Bill Huizenga (MI-02) currently seeking **internship** applicants in the D.C. office for Fall of 2021. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced, professional environment.

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

Interested applicants should send resume, cover letter and availability to our Intern Coordinator, Alec Daman at [alec.daman@mail.house.gov](mailto:alec.daman@mail.house.gov)

**MEM-245-21** 2021 Marisol del Carmen Rodriguez Congressional **Fellowship**

Marisol del Carmen Rodriguez was a faithful and tireless advocate of civic engagement. Marisol herself was afforded a public service internship that led to a lifelong commitment to the ideals of enriching and empowering all people in her community. Through this fellowship, Marisol will continue her legacy of service, education and a selfless dedication to the betterment of her community.

The Marisol del Carmen Rodriguez Congressional Fellowship is a paid fellowship program with Congresswoman Sylvia R. Garcia's Washington, DC office. It is a competitive program awarded to outstanding students with a demonstrated interest in public service or public policy and strong ties to the 29th Congressional District of Texas.

The fellow will gain office experience while learning about the legislative process. They will work closely with staff conducting research, drafting letters, and preparing for hearings. Other responsibilities will include screening telephone calls, tracking media coverage, and other duties as necessary. This position may be in person or remote depending on public health guidance at the time of the internship.

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 are strongly encouraged to apply.

The position is available beginning in September 2021. To apply, send a resume, cover letter and to [catherine.arjet2@mail.house.gov](mailto:catherine.arjet2@mail.house.gov) with the subject “Marisol Rodriguez Congressional Fellowship”. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

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-244-21** 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 fall of 2021.

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 strongly encouraged but not required.

Please send resume, cover letter, and two letters of recommendation to [Vanessa.Schoning@mail.house.gov](mailto:Vanessa.Schoning@mail.house.gov) or apply online at <https://titus.house.gov/>

**MEM-243-21** The Office of Congresswoman Debbie Wasserman Schultz is looking for **interns** to join our office for the Fall 2021 semester. Internship responsibilities including legislative, press, and administrative tasks.

Students chosen will perform a variety of duties for our office and will play an active role in the daily tasks that face a Member of Congress. Interns will have the opportunity to learn and assist all members of my office, assisting with legislative, press, and administrative duties.

An internship in our District Office and on Capitol Hill is what one makes of it. Dedicated interns have the opportunity - provided they are motivated, energetic, and creative - to learn how legislation becomes law and affects peoples' lives. We are always looking for hard-working students who are interested in entering public service or learning how Congress works.

#### CORE RESPONSIBILITIES:

- to assist in performing research, processing the mail, data entry, reception duties, and other office errands.

#### QUALIFICATIONS:

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;

- good organizational skills; and
- responsible, dependable, and willing to learn.

**DUTIES:**

- performs research (CRS, the Library of Congress, MIN, or other available resources);
- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

For the Washington, DC Office:

[RepDWSresumes@gmail.com](mailto:RepDWSresumes@gmail.com)

DC offices: Please note in your cover letter if you would like to be considered for a need-based stipend for expenses such as housing or transportation and provide the desired amount that would cover such costs. Please note that providing this information does not guarantee financial compensation.

**MEM-241-21** Fiscally and Socially Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Responsibilities include but are not limited to: Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time internship positions are available beginning in August 2021. This is a paid, full-time, in-person internship position for the Fall. To apply, please send a resume and cover letter to [madelyn.derks@mail.house.gov](mailto:madelyn.derks@mail.house.gov) with the phrase “Internship Application” in the subject line.



**MEM-239-21** Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Fall of 2021. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

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

Interested applicants should send resume, cover letter and availability to [intern.OH06@gmail.com](mailto:intern.OH06@gmail.com)

**MEM-238-21** The Office of Congressman Tom McClintock (CA-04) is seeking highly motivated applicants for a full or part-time in person **internship** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills, the ability to multitask, and a willingness to learn.

Position duties include: attending virtual Congressional hearings and briefings, managing tour and flag requests, answering phones, sorting mail, and assisting staff with legislative and administrative projects.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: Fall 2021 Internship.

No phone calls or drop-ins, please.