



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of September 18, 2023

MEM-476-23 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Winter 2024.

- The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service.
- Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.
- Ties to Washington state and/or the 1st Congressional District are encouraged but not required.
- Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to Internship.DelBene@mail.house.gov and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work. Please also state any ties you have to Washington state and/or to the 1st

Congressional District. The deadline to submit applications is November 10, 2023, at 11:59PM PT.

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

MEM-475-23 Paid **Internship** Opportunity: Office of Congressman Chris Pappas NH-01

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.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

Apply

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages total) to Pappas.Internships@mail.house.gov with “[Last Name] Internship Application – [Winter/Spring] 2024 ” in the subject line.

In your email, please also specify your specific dates and times of availability as well as which office you’re applying for. The deadline for Winter/Spring 2024 applications is Sunday, October 22 at 11:59 pm.

Winter/Spring Interns will begin in the first few weeks of January and end in May. Start and end dates are flexible.

Current appropriations law prohibits the use of federally appropriated funds to pay the compensation of U.S. government employees whose post of duty is in the continental U.S. unless that person, generally:

1. Is a U.S. citizen;
2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying, but delays attributable to the processing of the application do not count toward the two-year deadline);
3. Is admitted as a refugee or is granted asylum and has filed a declaration of

intention to become a lawful permanent resident and subsequently a citizen when he/she is eligible to do so; or

4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).

See Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, div. E tit. VII, § 704 (2022).

MEM-471-23 The office of Representative Becca Balint (VT-AL) is seeking paid **interns** for Spring 2024 in our Washington, D.C. and Burlington office.

Interns' responsibilities will include logging voicemails and mail, organizing constituent correspondence, answering constituent calls, conducting research, attending outreach events, preparing briefings, and other administrative/outreach work as needed.

Ideal candidates will be compassionate listeners with strong interpersonal skills, and a commitment to public service. Successful interns will possess excellent writing and organizational skills, a strong attention to detail, and the ability to work in a fast-paced environment. For more information, please visit our website balint.house.gov

Candidates interested in interning in the D.C. office should email their resume and cover letter in a single PDF to Internships.Balint@mail.house.gov with the subject line "Spring Internship – D.C."

Candidates interested in interning in the Burlington office should email their resume and cover letter in a single PDF to Internships.Balint@mail.house.gov with the subject line "Spring Internship – Burlington."

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. We value diversity, equity, and inclusion and candidates from diverse backgrounds are strongly encouraged to apply.

MEM-469-23 The Office of Rep. Abigail Spanberger (VA-07) is seeking short-term Foreign Affairs **Fellow**.

This is a paid fellowship opportunity that would begin between late September to mid-October, and end in December or January, depending on the candidate's preferences. The Foreign Affairs Fellow would support the Congresswoman's work on foreign affairs, armed services, defense, and intelligence.

The fellowship is ideal for candidates who have recently finished a graduate program in international affairs or security studies, or have some prior work experience in these issues and are looking to make a career transition or "try out"

working on Capitol Hill. Current graduate students who are able to work during business hours will also be considered.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

Fellows will be provided with a monthly stipend. For Fellows who are able to work full-time (40 hours per week), the stipend will be \$3,200/month. The office will also consider candidates able to work slightly less than full time (e.g. 30 hours per week), at a pro-rated monthly stipend amount.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Foreign Affairs Fellow – [Last Name]” as the subject line. Please include in your cover letter your availability (preferred start and end dates, and hours per week).

This office is an equal-opportunity employer. We do 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.

MEM-467-23 The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Spring 2024 term.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

Intern Expectations

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

Internship Responsibilities

Legislative interns can expect to:

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Process tour requests and lead Capitol tours
- Handle mail
- Assist in processing casework

- Perform legislative research
- Work on other administrative tasks as directed

Press interns can expect to:

- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Create graphic design posts for social media
- Compile daily press clips
- Edit video clips
- Maintain press lists
- Answer phones and assist in correspondence as needed.

In our DC office, you can apply to be EITHER a Legislative OR Press intern. In our Los Angeles office, you will be a general office intern.

Internship Dates and Details:

Spring internships are slated to start at the beginning of January 2024 and go until the end of April 2024, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, September 29, 2023.

To apply: Interested applicants should send their resume and a brief cover letter detailing weekly available hours (in one document) to:

- CA37.internships@mail.house.gov for DC office internship.

oUse the subject line “First name Last name [legislative] OR [press] – Spring 2024 internship”

- ca37.DOinternships@mail.house.gov for Los Angeles office internship

•Use the subject line “First name Last name – Spring 2023 Internship” in your email.

Please reach out our intern coordinator, Lila Puziss, with any questions at Lila.Puziss@mail.house.gov

MEM-465-23 Fall 2023 Legal **Fellow** – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVAC) seeks a seeks a full or part time legal fellow to work on their legislative team for the Fall of 2023 with an interest in either foreign affairs, health care, housing, or economic development.

Primary responsibilities include supporting senior legislative staff in developing legislative proposals, working with constituents and stakeholders, tracking legislation, drafting letters, and participating in comprehensive research. Candidates should have exceptional writing, research and analytical skills.

Demonstrated interest in working on policy issues – such as foreign affairs (Africa and Western Hemisphere with a special focus on Haiti), health care, housing, or economic development – is preferred. This is a full-time position based in Washington, D.C.

Education/Experience:

- Must be currently enrolled in a Juris Doctor program.
- Congressional experience, including internships, is preferred.

Expectations:

- Full (preferred) or part time availability;
- Maintain a good working relationship with the legislative department;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing long term-projects.

Compensation:

\$3,000 monthly stipend.

To Apply:

Applications will be accepted until the position is filled. The Office will contact the best-qualified candidates to begin the interview process. To apply, please email Fabian.Lucero@mail.house.gov with “Fall 2023 Legal Fellow” in the subject line and the following materials: (1) cover letter, (2) resume, (3) transcript, (4) two references including name, current title and organization, phone number and email.

The Office of Representative Sheila Cherfilus-McCormick is an equal opportunity employer. The Office does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to diversity and inclusion. Individuals from all backgrounds are encouraged to apply.

MEM-460-23 The Office of Congressman Marc Molinaro (NY-19) is seeking applicants for fall **internships** in our Washington, D.C. office.

Candidates should be highly motivated, hardworking, organized, and possess strong writing and interpersonal skills. Duties of the internship include assisting with legislative research and constituent services, conducting tours of the Capitol, and other office administrative tasks. Interns will gain firsthand insight into the workings of Capitol Hill and receive a stipend. District ties or state ties are preferred, but not required.

Interested candidates should email a resume and cover letter to nick.urbin@mail.house.gov.

MEM-459-23 The Office of Congressman Glenn “GT” Thompson (PA-15) is accepting applications for **interns** in his Washington, D.C. office.

Applicants should be self-motivated and detail-oriented, as well as be able to successfully multitask in a fast-paced, professional environment. Duties include, but are not limited to: data entry, attending briefings, assisting with legislative research, and providing aid to staff members with various projects.

A qualified candidate will have strong oral and written communication skills. Pennsylvania ties are preferred, but not required.

Interested applicants should submit their resume and cover letter to Connor Rose (Connor.Rose@mail.house.gov) with "GT Thompson DC Internship" in the subject line. Please, no phone calls or walk-ins.

MEM-458-23 Congresswoman Nicole Malliotakis (NY-11) is seeking both full-time & part-time **interns** in her Washington DC office this Fall.

As a Member on the House Committee on Ways and Means, this rewarding experience provides students and recent graduates the opportunity to participate in the day-to-day operations of a Congressional office while gaining a deeper understanding of the federal legislative process. Both legislative and communications internships are available.

Intern responsibilities include, but are not limited to:

- Drafting constituent correspondence and letters.
- Providing US Capitol tours to Constituents and special guests.
- Researching various issues and writing policy memos for the legislative team.
- Sorting constituent mail and answering office phones.
- Attending legislative and policy briefings.
- Collaborating with our Communications Director on news clips, drafting press releases, etc.
- Supporting staff members and handling special projects when assigned.

Requirements: Ideal applicants will be proactive team players, display a genuine interest in politics and public service. Successful candidates must have excellent organizational, written, and oral communication skills. Additionally, an applicant who thrives in fast-paced environments, is self-reliant, and is eager to assist when needed are also highly desired.

Ties to Staten Island, South Brooklyn, or New York City are preferred, but not required.

Office hours operate from 9:00am- 5:00pm on out of session days, and 9:00am-6:00pm in-session. The office is flexible with student class schedules. Those seeking academic credit are strongly encouraged to apply.

Contact: ny11internship@mail.house.gov

Materials Required: Applicants should email their resume, cover letter, and two short writing samples no longer than two pages each to NY11Internship@mail.house.gov. Applicants interested in communications must submit a sample press release. Include “2023 NY-11 Fall Internship” in the subject line.

MEM-456-23 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time interns for the fall **internship** session. The start date would be as early as September 5th (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to paxton.antonucci@mail.house.gov. Please indicate in your cover letter that you’re applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].