



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of November 29, 2021

MEM-547-21 Congresswoman Eleanor Holmes Norton's 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' course schedules, but generally run from 9am to 6pm when Congress is in session, and 9am to 5pm when not in session.

Intern responsibilities include answering phones, researching legislation for the member and legislative staff, attending hearings and briefings, and drafting constituent correspondence on various issues.

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 ryan.a.washington@mail.house.gov

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

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

MEM-541-21 "Congresswoman Yvette D. Clarke's (NY-09) D.C. office is seeking in-person, full or part-time, **interns** for the upcoming Spring 2021 semester. Team Clarke expects the ideal candidate to be driven, team-orientated, and ambitious with interest in diving into the legislative process and the inner workings of Capitol Hill.

This position requires applicants to have the ability to multi-task, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include answering telephones, compiling daily press clips, assisting with constituent services, and providing administrative assistance to staff.

Additionally, interns will work closely with the Legislative Team to prepare legislative research, background for Committee hearings and markups, and drafting memorandums. Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Interested applicants should send their resume, cover letter, and 2 writing samples to the Intern Coordinator, Dan Kalmowitz, at Dan.Kalmowitz@mail.house.gov with the subject line "Clarke Spring Internship Application." New York ties strongly preferred.

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.

Deadline to apply is December 10, 2021. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

MEM-540-21 The Washington and District offices of Rep. Stanton seek an enthusiastic and motivated **intern** for the Spring 2022 semester.

Interns have a crucial part in our district and Washington, D.C. offices and are tasked to answer phones, research legislation for the Member and legislative staff, assist in various constituent casework and outreach projects, and answer constituent letters on issues before the House. This is a paid opportunity that can accommodate a full or part time position. Those with Arizona ties are strongly preferred.

Interested candidates should submit a resume, letter of interest and 1-2 page writing sample to:

- DC_Internships.AZ09@mail.house.gov for D.C. Office internships, and
- Internships.AZ09@mail.house.gov for District Office internships.

Applications are due December 8, 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.

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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.

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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-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-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-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:

val11.internship@mail.house.gov

Phone: (202) 225-1492

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-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-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