



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of July 29, 2024**

**MEM-339-24** The Washington, D.C. office of Congressman Dan Kildee is seeking a highly-motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and learning about the legislative process. Candidates should have strong writing and analytical skills; and an interest in public service. Paid interns are all-around helping hands in the congressional office and will get the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through November 2024.

Applicants interested in interning in the Washington, D.C. office should send a cover letter and resume to [Danielle.Stewart3@mail.house.gov](mailto:Danielle.Stewart3@mail.house.gov) with the subject line "Fall 2024 Legislative Internship".

**RESPONSIBILITIES:**

- Oversee the front office, 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, researching and drafting constituent mail;
- 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;
- Professionalism in interacting with constituents in person and on the telephone;
- Ability to work cooperatively and courteously with others;
- Proficient 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-338-24** The Flint and Midland offices of Congressman Dan Kildee are seeking a highly motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and interacting with constituents on the telephone, in person and at community outreach events. Paid interns are all-around helping hands in the congressional office and will get the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through December 2024.

Applicants interested in interning in the Flint office should send a cover letter and resume to [Zach.Neithercut@mail.house.gov](mailto:Zach.Neithercut@mail.house.gov) with the subject line "Fall 2024 Internship".

Applicants interested in interning in the Midland office should send a cover letter and resume to [Jacob.Sinclair@mail.house.gov](mailto:Jacob.Sinclair@mail.house.gov) with the subject line "Fall 2024 Internship".

#### RESPONSIBILITIES:

- Oversee the front office, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;

- Assist the District staff in conducting casework intake and directing constituents to office resources;
- Support the field work team in drafting memos and conducting background work for events in the community;
- Assist the Staff Assistant in drafting letters of support and Proclamations for members in the community;
- Support the constituent mail program by batching constituent messages, researching and drafting constituent mail;
- 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;
- Professionalism in interacting with constituents in person and on the telephone;
- 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-337-24** The Office of Congresswoman Emilia Sykes (OH-13) is seeking a paid **Legislative Fellow** to assist the legislative team with work in the Washington, D.C. office. This position is full time, Monday through Friday, and pays \$3,000 a month. The position lasts from mid-August through mid-December.

The ideal candidate is hardworking and motivated; organized, detail-oriented and resilient in the face of a fast-paced and ever-changing environment. The ideal candidate is also proactive and comfortable working with diverse staff, community members, and constituents. Our team values professionalism, positivity, strategic thinking, and good humor.

The Office is an equal opportunity employer; women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

Interested applicants should send an email to [JoinTeamSykes@mail.house.gov](mailto:JoinTeamSykes@mail.house.gov) with their resume and cover letter in a single PDF. Please include last name and position in the email subject line, e.g. "Legislative Fellow- [Last Name]." No drop-ins, emails, or social media invitations please. Applications will be accepted on a rolling basis.

**MEM-336-24** The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work with her team. This **internship** will be primarily in-person in the DC office with potential for occasional work in the district office (Woodbridge, VA). The timing of the internship is flexible based on the candidate's schedule but would ideally start in early September and could last up to 12 weeks. The intern would work with the Congresswoman's dynamic team to improve the lives of Seventh District constituents and communities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** • Constituent services: assist the front office staff with answering constituent questions over the phone and through the mail, draft correspondence, and assist with other office administration tasks; • Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process; • District research: research and compile information for district events and outreach; • Communications: collaborate with the Communications team on tasks as needed such as writing letters; and • Other duties as assigned

**KNOWLEDGE, SKILLS, & ABILITIES:** • Responsible, reliable, punctual • Has knowledge of the district, its constituents, and its needs • Able to problem solve, think quickly, adapt, and handle sensitive information

**HOURS & COMPENSATION:** The schedule is flexible and based on candidate's schedule. This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

**TO APPLY:** Please submit a resume and a 1-page cover letter that answers the following questions in a single PDF:

• What, do you feel, is the biggest problem facing VA-07? • How do you want to impact the community?

Please include the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application. Email this information to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with the subject line "Fall 2024 Internship – First Name, Last Name." **DEADLINE:** Applications received by August 15, 2024 will be considered.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

**MEM-335-24** The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills.

Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. This is a paid internship that complies with the House Paid Internship Program.

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 2024 Internship. No phone calls or drop-ins, please.

**MEM-334-24** The office of Congresswoman Victoria Spartz (IN-05) is now accepting applications for paid, full-time congressional **internships** in our Washington, DC office with an immediate start that continues throughout the fall.

Key opportunities: Interns in our office get the opportunity to attend congressional briefings, hearings, and networking events. They also get to work on a wide variety of legislative issues spanning foreign policy, education, and economics. Interns who excel in their core duties will be given the opportunity to direct more of their own work and focus on particular legislative areas of interest.

Core internship duties in the Washington, DC office include:

- Answering constituent phone calls and directing them appropriately
- Assisting with office operations
- Attending congressional hearings and policy briefings and providing insights to legislative staff
- Researching legislation for the Member and legislative staff
- Taking photos of the Congresswoman at important events
- Conducting Capitol tours for constituents
- Successful applicants will be highly motivated, possess excellent written and verbal communication skills, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress.

To apply, please go to <https://spartz.house.gov/services/internships>.

**MEM-333-24** Senior Republican Member of House Financial Services Committee Seeks **Financial Services Fellow**

A senior Republican member serving on the House Financial Services Committee is seeking a fellow to assist the Senior Policy Advisor in covering the committee portfolio. The person in this role will work on substantive financial services issues like banking, crypto, housing, capital markets, fintech,

insurance, and monetary policy in the Member's personal office. The fellow will be attending hearings, monitoring legislation and regulations, assisting with official and constituent correspondence, providing meeting materials, and more. The fellow should leave this role with an in-depth understanding of how Capitol Hill operates, as well as the major policy issues in financial services.

Ideal candidates must be excellent writers, able to work in a fast-paced environment, and have good judgment. A background in finance is not required but strongly preferred, whether it is in the private sector, government, or school.

Specific responsibilities include, but are not limited to:

- Writing briefing materials for meetings with the Member
- Preparing materials for hearings, markups, and the House floor
- Conducting policy research
- Taking notes at meetings, hearings, briefings, and other events you attend
- Tracking legislation and official correspondence
- Observing House proceedings
- Drafting constituent correspondence

This is a paid opportunity. Interested candidates should send their resume to [ar02.applications@mail.house.gov](mailto:ar02.applications@mail.house.gov).

**MEM-330-24** The Office of Congressman Wesley Hunt (TX-38) is currently seeking candidates for the Fall 2024 District Office **Internship**. Internships are full or part-time and in-person at our Houston, TX, or Tomball, TX offices. Ties to the District are preferred but not required.

Applications are due by August 9th, 2024, at 11:59 PM CT. The fall internship program runs from late August through early December. The internship is flexible in the number of hours per week, but a minimum of 20 hours per week is mandatory. Intern hours are five days a week from 9:30 AM to 4:00 PM CT. Duties

The district office internship will allow participants to experience a fast-paced environment within the district. District intern's responsibilities will include answering phones, conducting research, assisting with events throughout the district, and various other tasks. Interns will learn about the crucial work a district office does.

Qualified applicant requirements

Ideal candidates will be hard workers, detail-oriented, efficient multitaskers, and comfortable interacting and speaking with the public. Successful internship candidates should:

- Be at least 18 years of age.
- Be working towards a bachelor's or master's degree.

- Demonstrate an interest in politics and public service.
- Possess highly competent time management skills.
- Possess effective teamwork, professionalism, flexibility, and communication both written and verbal skills.
- Have the ability to complete assignments with limited guidance.

#### How to apply

Interested candidates should submit a cover letter describing why they're interested in working as an intern in a congressional office. Experience that applies to being an intern in the district office should also be included. Our office also requires a resume that highlights relevant experience related to the position.

The application deadline is Friday, August 9th, 2024, at 11:59 PM CT.

Interested applicants should:

1. Fill out an application at the following link:

<https://hunt.house.gov/services/internships>

2. At the end of the form upload both the cover letter and resume

Please be advised that only applicants selected for interviews will be contacted.

No drop-ins please.

**MEM-329-24** The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented **internship** experience in the DC District Office.

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

The term of this internship will be from September 9, 2024, to December 19, 2024. The internship is a paid full-time internship, interns must work at least 30 hours a week and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

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

The deadline to apply is 5:00 pm EST, Friday, August 9th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-328-24** The Office of Congressman Jim Costa (CA-21) is seeking a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Fall 2024 term.

This internship program prides itself on its educational aspects. Interns will immerse themselves in a dynamic environment and learn the ins and outs of a congressional office communications program. They will also have opportunities to attend educational briefings, take classes on relevant subjects with the Congressional Research Service, and converse with seasoned congressional staffers.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will work closely with the Communications Director.

#### Internship Responsibilities

- Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.
- Edit photos and create engaging graphics in line with the Congressman's brand.
- Clipping, editing, and compiling video clips.
- Assist with creation and maintenance of press lists
- Compile daily press clips and reports about social media analytics.
- Other office tasks such as answering phones, drafting correspondence, and other duties as required.

#### Internship Dates and Details:

Fall internships will start in early September and go until mid-December, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, August 9th

**Apply:** Interested applicants should fill out the internship application via our website: <https://costa.house.gov/services/internships>

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal-opportunity employer committed to building and maintaining an inclusive and diverse work environment.

**Contact:** Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at [Grant.menolascino@mail.house.gov](mailto:Grant.menolascino@mail.house.gov).



**MEM-326-24** The Office of Congresswoman Lori Trahan (MA-03) is seeking a **press intern** for her Washington, D.C. office for the Fall 2024 semester. Candidates should be driven, flexible, and detail-oriented individuals with availability beginning in August.

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.

The Office of Congresswoman Trahan is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply. Massachusetts ties are preferred, but not required.

Interested applicants should visit <https://trahan.house.gov/forms/internships/> for additional information. The deadline to apply is 11:59 EST on August 2nd, 2024. Please include your dates of availability when applying.

**MEM-324-24** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Fall 2024 session. Our internship dates are contingent upon the official House schedule. Tentatively, the fall internship is scheduled from August 26th to December 20th, but these dates are subject to change.

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

Qualified candidates should:

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

North Carolina ties are preferred but not required. Interested candidates should address their application materials to Katonya Pettaway at

[Interns.NC03@gmail.com](mailto:Interns.NC03@gmail.com). Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

**MEM-323-24** Fall **internships** in Rep. Angie Craig's office will be held in-person in the Eagan, MN office and Washington, D.C. office. We are not accepting remote or hybrid applicants at this time. The internship will run approximately from September 9th, 2024, through December 13, 2024, with some room for flexibility. All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns' policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District.

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

Application Instructions:

- To apply for an internship in either the MN or DC office, please email a combined PDF of your resume and one-page cover letter to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov). Please format your email subject line as "FirstName.LastName – District Office Internship" OR "FirstName.LastName – DC Office Internship" to specify which office you are applying for.
- Please include your weekly availability between the hours of 9:00am and 6:00pm in your cover letter and confirm that you will be available for in-person work.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Fall internships, applications must be submitted no later than 11:59pm CT on Friday, August 2nd. Late submissions will not be considered. If you have any questions regarding the internship program or the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov).

**MEM-316-24** Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Fall 2024 **internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office combine administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form (also located on [delauro.house.gov/services/internships](https://delauro.house.gov/services/internships)), cover letter, resume, brief writing sample (1-2 pages), and two reference contacts in a single PDF file to [Lydia.McCarty@mail.house.gov](mailto:Lydia.McCarty@mail.house.gov) with the subject line "Fall 2024 Internship" by August 16.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

**MEM-312-24** Congressman Andrew Garbarino's (NY-02) Chairman of the Subcommittee on Cyber Security and Infrastructure Protection seeks part-time paid **interns** for the upcoming Fall 2024 semester in the Washington D.C. office.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research, and drafting constituent correspondence. Successful candidates will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills.

New York, and specifically Long Island ties, are preferred, but not required. Undergraduate students and recent college graduates are preferred. Interested applicants should submit a resume and cover letter in a single PDF file to [Josh.Orenstein@mail.house.gov](mailto:Josh.Orenstein@mail.house.gov). Applications will be considered on a rolling basis.

**MEM-311-24** The Democratic Staff of the House Committee on Veterans' Affairs is hiring a **press/digital intern** for Fall 2024. Applications are due by Wednesday, July 31, 2024.

Responsibilities include, but are not limited to:

- Compiling and distributing morning press clips
- Tracking media hits for Committee members
- Assisting with video shoots
- Assisting with creating messaging packets and digital toolkits for the caucus
- Writing first drafts of remarks, press releases, and video scripts
- Developing social media content
- Clipping floor and hearing remarks from members
- Providing administrative support, including answering calls and delivering correspondence
- A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C.

Please complete the online application at <https://democrats-veterans.house.gov/opportunities>

**MEM-310-24** Rep. Katie Porter (CA-47) seeks highly motivated **interns** for her DC office fall internship program. The duration of this internship is expected to last from late August/early September and open to end dates in November. The ideal candidate is highly organized, able to multitask, and has strong written and verbal communication skills.

#### KEY JOB RESPONSIBILITIES

Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources

Enter and organize incoming constituent messages from mail and voicemail into the IQ database

Draft form letters responding to constituent concerns

Respond to constituent messages through phone calls or emails as needed

Assist legislative team with researching data and information

Compile draft meeting memos for the legislative staff

Track and input legislative meetings with partners, stakeholders, and constituents, in IQ.

Perform other duties as assigned by the DC Staff Assistant

The 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. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm; however, hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume and two references to [CA47.Internship@mail.house.gov](mailto:CA47.Internship@mail.house.gov) with "Fall 2024 DC Internship" in the subject line. The deadline for submission is Wednesday, July 31, 2024.

**MEM-308-24** Overview: The Office of Congressman Thanedar seeks **Legislative Fellows** for an immersive experience in the legislative process this fall. As legislative fellows, they will be responsible for tasks typically handled by legislative directors and legislative assistants, including drafting bills, making voting recommendations, suggesting co-sponsorships, and conducting meetings with constituents and stakeholders. The program aims to expose fellows to various aspects of a congressional office and encourage them to pursue broader roles beyond legislative work.

Responsibilities: Legislative fellows will carry out the following primary duties, including, among others:

- Tracking and analyzing legislative proposals and providing voting recommendations
- Advance practical policy recommendations and provide co-sponsorship recommendations
- Engage with other policymakers, congressional committees, their staff, and a broad array of state and community organizations
- Observe the activities of congressional committees in which the Congressman participates, to create inquiries and statements for the Congressman to utilize during hearings
- Propose, and produce legislation for the Congressman's legislative portfolio
- Write and publish opinion editorials ("op-eds") on topics related to the Congressman's brand
- Produce a variety of written content such as one-page briefs, backgrounders, and general legislative research

Qualities:

- Strong passion for public service and constituents
- Good communication skills, particularly the ability to answer questions and explain complicated topics cogently
- Excellent writing—and synthesizing abilities
- Ability to stay organized and multitask in a fast-paced environment
- Open mind to adapt to new scenarios, tasks, and flexible duties

To apply, please send a resume, cover letter, and a 1-3 page writing sample to [hr.thanedar@mail.house.gov](mailto:hr.thanedar@mail.house.gov) with the subject line "Legislative Fellowship – Last Name."

**MEM-306-24** The office of Congresswoman Jennifer Wexton (VA-10) seeks highly motivated candidates for paid Fall 2024 **internship** positions in our D.C. office.

The ideal candidate is highly motivated, detail-oriented, and organized with excellent communication and written skills. District or Virginia ties are preferred. Daily responsibilities include answering phones, managing the front office, welcoming constituents, attending briefings, compiling press clips, and assisting the legislative team with various tasks.

Internship hours are typically Monday – Friday from 9:00 am to 5:00/6:00 pm, but hours may be flexible to accommodate potential Fall/Winter courses.

The Office of Congresswoman Jennifer Wexton is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sexual orientation, national origin, disability, military status, age, marital status, or parental status. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

Interested applicants should email a resume, a well thought-out cover letter, and a 1 page writing sample all in a single PDF

to [barkat.dhaliwal@mail.house.gov](mailto:barkat.dhaliwal@mail.house.gov) with "FirstName LastName – VA10 Internship" in the subject line. Applications will be considered on a rolling basis with a deadline of July 31, 5pm EST.

**MEM-303-24** The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a **Law Clerk** for Fall 2024 to assist in conducting oversight and investigations of issues within the Committee's broad jurisdiction. Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors. This is a paid position.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The successful candidate is a current law student or recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race,

color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov) with the subject line, "E&C O&I Law Clerk." Applications are due on July 29th, 2024.

**MEM-302-24** The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time **digital media and traditional press intern** position this fall.

The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, 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, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-300-24** The House Veterans' Affairs Committee (Majority) offers a unique opportunity to experience first-hand the inner workings of a congressional committee. The Committee is currently offering a full-time **internship** position for the Fall semester.

#### Intern Role Description

Interns will work closely with Committee staff and have the opportunity to gain first-hand knowledge of the legislative process and inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Interns may also help out the press team with media clips, drafting social media posts, and various other tasks.

#### How to Apply

Send the below materials to [var.internship@mail.house.gov](mailto:var.internship@mail.house.gov).

1. A cover letter detailing why you would like to be an intern for the House Committee on Veterans' Affairs, Republican Office



## 2. A one page resume

### Due Dates

- Fall semester internships: 8/2/2024

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude and have one year of college experience. Candidates with previous Hill experience are preferred.

This is a highly competitive process. Due to the limited amount of space and resources available, there are usually more qualified applicants than positions available.

**MEM-297-24** The Office of Congressman Raja Krishnamoorthi(IL-18) is seeking motivated, detail-oriented, and energetic individuals for a **legislative internship** in Washington, DC for Fall 2024. This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple competing tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Candidates with Schaumburg and/or Illinois ties are strongly encouraged to apply.

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

This position is available beginning the last week of August 2024 through mid-December 2024. Interested applicants should fill out the application on our website at <https://krishnamoorthi.house.gov/services/internships>. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-296-24** The office of Congresswoman Susie Lee is seeking full-time, Fall 2024 **Interns** for the Washington, D.C. office.



Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned.

Successful candidates will work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred.

Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Fall 2024 DC Intern - [Last Name], [First Name]” in the subject line. No phone calls or walk-ins please.

**MEM-295-24** The Democratic Staff of the House Committee on Veterans' Affairs is hiring a **legislative intern** for Fall 2024. Applications are due by Wednesday, July 31, 2024.

Responsibilities include, but are not limited to:

Conducting legislative research

Managing and responding to constituent correspondence

Assisting with Committee events

Attending briefings and hearings for staff

Drafting memos

Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C.

Please complete the online application at <https://democrats-veterans.house.gov/opportunities>

**MEM-286-24** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated **press/digital intern** to work in person in the Washington, DC office for the Fall Session. Press/Digital Interns in Washington, DC are fully integrated into the day-to-day operations of our office.

They are entrusted with a wide range of responsibilities to assist our communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press

releases, talking points and other written materials, answering phones, and sorting mail.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual and have strong writing and editing skills. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application on our site: [meeks.house.gov/services/internships](https://meeks.house.gov/services/internships) with a resume, one-page writing sample and graphic design sample no later than COB August 9, 2024.

**MEM-285-24** Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time **legislative interns** to work in person in the Washington, DC office for the Fall Session. Interns in Washington, DC 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, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application on our site: [meeks.house.gov/services/internships](https://meeks.house.gov/services/internships) with a resume, cover letter, up to 2-page writing sample, no later than COB August 9, 2024.

**MEM-283-24** Representative Jim Baird (IN-4) is seeking **internship** applicants for Fall 2024 in his Washington, DC office. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

Responsibilities may include answering phones, greeting office visitors, sorting mail, conducting legislative research, attending hearings and briefings, giving tours of the U.S. Capitol, assisting communications staff with press releases and social media, and drafting constituent letters.

The ideal candidate should have strong oral and written communication skills, be detail oriented, motivated, and flexible, and address all work with a positive attitude.

Prior constituent or customer service experience, a demonstrated interest in

public service, and District/Indiana ties are preferred.

The internship will run from late August/early September to mid-December and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>. Any questions can be directed to [baird.intern@mail.house.gov](mailto:baird.intern@mail.house.gov)

**MEM-282-24** The Washington, D.C. Office of Congresswoman Pramila Jayapal (WA-07), member of the House Judiciary Committee and Chair of the Congressional Progressive Caucus, is seeking a **law clerk** to work with her legislative team.

Under the supervision of the office's Legislative Counsel, the law clerk will conduct legal and policy research, attend and staff Judiciary Committee hearings, make vote recommendations, and draft legal and policy memos and other documents. High-achieving law students interested in public law, policy, politics, or government service are strongly encouraged to apply.

Law clerks will engage in serious, substantive work across a number of issue areas, including antitrust enforcement, administrative law reform, civil rights and civil liberties, court reform and oversight, criminal justice, voting rights, and intellectual property. The clerkship is unpaid but available for academic credit.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) writing sample, and (4) list of three references with email contacts to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov). Please send all application documents in a single PDF file and include "Law Clerk – FirstName Last Name" in the subject line.

**MEM-277-24** The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time **Fall 2024 internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

**Responsibilities:**

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to [CHAInternGOP@mail.house.gov](mailto:CHAInternGOP@mail.house.gov).