

# House Vacancy Announcement and Placement Service

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Member and Committee Offices

Internship Opportunities

## Member and Committee Openings

Week of [October, 21, 2024]

MEM-442-24

Congressman Jason Crow (CO-06) seeks a highly motivated, hard-working **Legislative Assistant**, based in our Washington, D.C. office. This position reports to the Legislative Director. The LA will handle a domestic-facing portfolio, including animals, arts, postal, small business, housing, and telecom.

### Key duties include:

- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas
- Working with external stakeholders, CRS, Legislative Counsel, and committee staff to draft legislation based on the Member's priorities
- Preparing and staffing the Member for meetings, and assisting in the drafting of remarks, as needed
- Communicating clearly and consistently with the Member, Legislative Director, and legislative, communications, and district teams on legislative updates
- Ideal candidates will have strong written and oral communications skills and be detail-oriented, organized, and creative. Other key qualities include:
- Commitment to a collaborative work environment
- Ability to work in a fast-paced environment and manage competing priorities
- Ability to communicate up and down within the team
- Ability to learn the Congressman's voice and legislative priorities
- Interest in identifying and pursuing new opportunities and the ability to anticipate and adapt to challenges

This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQIA+ candidates are encouraged to apply. This 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, military status, age, marital



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status, or parental status. Colorado ties are a plus and prior Hill experience is preferred. Compensation is competitive and commensurate with level of experience.

Qualified applicants should submit a resume, cover letter, and writing sample (no more than 3 pages) as one combined PDF to [co06.resumes@mail.house.gov](mailto:co06.resumes@mail.house.gov). Include “Legislative Assistant – [Full Name]” in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

## MEM-438-24

**District Director  
(District Office)  
Office of Congresswoman Jill Tokuda**

### **SUMMARY:**

Rep. Jill Tokuda is looking for a highly motivated individual to manage her Hawaii staff and oversee operations and objectives to ensure community and constituent needs are met fully and in a timely manner. This position develops outreach and constituent service strategies, represents the Congresswoman in meetings and at events, supervises district staff, and plans/assigns work. The ideal candidate would have supervisory experience and leadership skills, the ability to manage multiple tasks, and extremely strong written and verbal communication skills. Attention to detail and ability to work collaboratively is required.

### **ESSENTIAL JOB FUNCTIONS:**

Works with staff to put together the Congresswoman’s district schedule.

Ensures casework is being handled in a timely manner and that messages, commendations, and correspondence are being delivered before deadlines. Proofs documents sent out from the district office.

Oversees the annual congressional competitions for art & computer applications, as well as the military academy nominations process.

Directly oversees district staff including field representatives.

Maintains communication with the Congresswoman and the Chief of Staff, ensuring they are abreast of local concerns and any Hawaii staff issues, suggests strategies for handling when needed.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter, resume, and three references to [HI02jobs@gmail.com](mailto:HI02jobs@gmail.com).

## MEM-431-24

Congresswoman Alma Adams, member of the House Education and the Workforce Committee, seeks an experienced **Legislative Assistant** to join her team. The policy



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portfolio and areas of responsibility for this position is mostly focused on Education and Workforce Committee work. The portfolio of work will include other issues however they will be assigned based on experience and need.

This position reports to the Legislative Director and Chief of Staff and will include extensive work with the Congresswoman and the rest of her team. Qualified candidates should have knowledge of the legislative process and demonstrate an ability to take initiative. Hill experience is required.

**Duties include, but are not limited to:**

1. Preparing and staffing Member for meetings, committee hearings and markups, floor votes, and related events;
2. Representing Member in meetings with constituents and both national- and local-level advocacy groups, think thanks, and other groups relevant to policy portfolio;
3. Tracking legislation and other developments in assigned issue area(s), monitor relevant committee and floor activity, track developing local/international news events, make recommendations for votes, cosponsor ships and letters for Member to sign;
4. Building and maintaining positive relationships with congressional staff, district and national stakeholders, advocacy organizations, Executive Branch officials, and other key stakeholders relevant to policy portfolio;
5. Building support for Member's policy priorities and developing/implementing ideas for new initiatives (legislation, letters, events, press, etc.)
6. Drafting legislation, letters, floor/committee remarks, talking points, press related materials, and other written material related to policy portfolio; and
7. Other duties as assigned by senior staff.

The Office of Representative Alma Adams is an equal opportunity employer, committed to developing an organization that is reflective of and attentive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

To apply, please submit a cover letter, resume, and writing sample to [NC12.Resume@mail.hosue.gov](mailto:NC12.Resume@mail.hosue.gov) with "Legislative Assistant" in the subject line. Applications will be considered on a rolling basis.

## MEM-425-24

The office of Rep. Greg Landsman seeks a highly motivated, energetic, and organized individual to serve as a **Legislative Correspondent**, based in our DC office.

The LC reports to the Legislative Director and works in close collaboration with the Member, Chief of Staff, and communications and district teams. The LC will manage the Congressman's constituent mail program and provide support to the full legislative team.



**Key duties include:**

Drafting tailored letters in response to constituent inquiries  
Maintain and update current response letter library  
Sorts/batches incoming constituent mail by issue area  
Ensures accurate batching and a timely response to all constituents  
Meeting with constituents, stakeholders, and advocacy groups as needed  
Communicating clearly and consistently with the Legislative Director, Chief of Staff, and Member

**Key qualities include:**

Strong verbal and written communications skills and ability to communicate both up and down within the team  
Excellent organizational skills and ability to prioritize assignments  
Ability to work in a fast-paced environment and quickly respond to requests from the Member and the team  
Commitment to a collaborative work environment  
Ability to quickly learn and adapt to the Congressman's voice, style, and legislative priorities  
Comfort with receiving and delivering feedback  
Attention to detail, creativity, and most of all, hustle.

Salary range is \$50,000 - \$55,000, commensurate with experience. Title commensurate with experience.

Candidates of diverse backgrounds are encouraged to apply. Ohio ties are a plus. The office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email [jobs.landsman@mail.house.gov](mailto:jobs.landsman@mail.house.gov) with "Legislative Correspondent" in the subject line and the following application materials attached as one combined PDF:

Cover letter

Résumé

Brief writing sample

Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.

**MEM-424-24**



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The office of Rep. Greg Landsman seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Legislative Aide**, based in our DC office.

The Legislative Aide reports to the Legislative Director and works in close collaboration with the Member, Chief of Staff, and communications and district teams. Exact issue area portfolio is flexible, and applicants with backgrounds in any issue area are encouraged to apply.

**Key duties include:**

Preparing and staffing the Member for meetings

Working with committee staff, external stakeholders, Legislative Counsel, and the

Congressional Research Service to draft legislation based on the Member's priorities

Creating vote recommendations on legislation coming to the Floor within a given issue area

Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas

Communicating clearly and consistently with the Member, Chief of Staff, and legislative, communications, and district teams on legislative updates

Overseeing special projects, that may include drafting letters of support, and researching and advising local stakeholders on federal funding/grant opportunities

**Key qualities include:**

Strong verbal and written communications skills and ability to communicate both up and down within the team

Ability to work in a fast-paced environment and quickly respond to requests from the Member and the team

Commitment to a collaborative work environment

Ability to quickly learn and adapt to the Congressman's voice, style, and legislative priorities

Comfort with receiving and delivering feedback

Attention to detail, creativity, and most of all, hustle

The salary for this position is \$65,000.

Candidates of diverse backgrounds are encouraged to apply. Ohio ties are a plus. The office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email [jobs.landsman@mail.house.gov](mailto:jobs.landsman@mail.house.gov) with "Legislative Aide" in the subject line and attach the following application materials as one combined PDF:

Cover letter

Résumé



Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)  
No phone calls or drop bys, please.

## MEM-422-24

### **Background:**

U.S. Rep. Max Miller (OH-07) seeks to hire a **Legislative Correspondent** for his Washington, D.C. office in a full-time capacity.

### **Job Expectations:**

The Legislative Correspondent will research legislative issues and draft correspondence to explain the Member's position to constituents and other stakeholders on a variety of public policy matters. The Legislative Correspondent will also attend meetings with constituents and provide support for Committee hearings and markups.

### **Salary Level/Range:**

Dependent upon skills and experience.

### **Job Duties:**

- Research legislative issues and draft correspondence to explain the Member's position on public policy matters to constituents and other stakeholders
- Collaborate with the legislative staff to design and implement the Member's legislative strategy
- Consult with the Legislative Director and Legislative Assistants to ensure the Member's library of legislative letters are accurate, up to date, and reflective of the Member's policy positions
- Create and maintain a collection of prepared responses to address general legislative inquiries
- Draft and edit tailored responses to answer constituent inquiries
- Ensure that legislative responses are completed timely to maintain outstanding constituent relations
- Attend legislative meetings with constituents to assist with Committee hearings and markups
- Organize workload to prioritize tasks and ensure work is completed in an efficient and effective manner
- Track legislation through committees, House floor, Senate, and conference committee processes
- Coordinate with the legislative staff to act as a liaison with constituents, interest groups, committees, and agency staff.
- Complete special projects as assigned by senior staff

### **Essential Skills:**



- **Adaptability:** Adapts quickly to change or unexpected obstacles; easily considers new approaches.
- **Attention to Detail:** Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- **Constituent / Stakeholder Service Driven:** Anticipates and meets the needs of constituents. Delivers high-quality products and services.
- **Interpersonal Skills:** Develops and maintains effective relationships with others from diverse backgrounds and in different situations. Shows understanding, courtesy, tact, empathy, and politeness.
- **Verbal Communication:** Makes clear and convincing oral presentations that are appropriate to listeners and situations. Listens effectively, attends to nonverbal cues, and responds appropriately.
- **Written Communication:** Writes cogently and succinctly to convey information in the most efficient and effective manner possible for use by the Member, other staff, and stakeholders

**Preferences:**

- Bachelor's degree
- Demonstrated interest in public service
- Tie to Ohio

**Applicant Instructions:**

Interested applicants should e-mail a resume and cover letter to [MaxMillerOhioResumes@gmail.com](mailto:MaxMillerOhioResumes@gmail.com) with the specific subject line: “[Applicant name] – Legislative Correspondent Application.” Resumes submitted by other means will not be considered. Applicants who advance during the recruitment process will be required to submit a writing sample, the topic of which will be provided by the office.

**Notice:**

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

**MEM-415-24**

**JOB SUMMARY**

The Office of Rep. Maxine Waters (D-CA-43) seeks a dynamic and experienced **Communications Director** to lead the development and implementation of communication strategies that promote the Member's priorities and initiatives. The ideal candidate will have a strong background in media relations, public affairs, and strategic messaging, as well as the ability to work collaboratively with legislative and district teams.

**CORE RESPONSIBILITIES AND DUTIES:**

- Develop and implement comprehensive communication strategies for the Member.
- Oversee media relations, including drafting press releases and managing inquiries.





- Coordinate communications efforts with legislative initiatives.
- Craft speeches, op-eds, and other written materials.
- Manage social media presence and digital communications.
- Work closely with the Chief of Staff and Legislative Director to align messaging.
- Monitor and analyze media coverage of the Member and relevant issues.
- Serve as the primary spokesperson for the Member.
- Train and prepare the Member for public appearances and interviews.

## QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, or a related field.
- 5+ years of experience in communications, media relations, or public affairs.
- Strong writing and editing skills with attention to detail.
- Experience working in a fast-paced political environment.
- Familiarity with social media platforms and digital communication strategies.
- Ability to manage multiple projects and deadlines effectively.
- Strong interpersonal and team collaboration skills.
- Knowledge of current legislative issues and their impact on constituents.
- Familiarity with California and/or District 43 preferred.

## SALARY

- Commensurate with experience.

## APPLICANT INSTRUCTIONS:

Interested candidates should submit a resume, cover letter, and at least 3 references to [ellis.mcginis@mail.house.gov](mailto:ellis.mcginis@mail.house.gov) with "Communications Director" in the subject line. Applications will be accepted until the position is filled. Incomplete applications may not be considered. This office is an equal opportunity employer.

## MEM-410-24

### CONGRESSIONAL STAFF: Full Time **Constituent Services Representative**

**SUMMARY:** The Constituent Services Representative position acts as a liaison to federal, district, and local agencies for the Member/constituents and answers casework correspondence and verbal communications with constituents. Candidates must be a self-starter, excited to problem solve, hardworking, dependable, and organized as well as possess strong oral and written communication skills. This position requires the ability to work well under pressure, good judgment, strong customer service skills, and a commitment to public service. Availability to work some evenings and weekends is required. Ability to communicate in multiple languages is also highly desirable. A vehicle to travel to evening and weekend events is also recommended.

Qualified candidates should submit a cover letter and resume to [ny08team@gmail.com](mailto:ny08team@gmail.com) with the Subject Line: Constituent Services Representative Position.





Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

#### ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Handles casework assignments and special projects at the direction of the Director of Constituent Services;
- Continually screens active cases/ constituent service requests and acts as a liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Attends and monitors scheduled district meetings on behalf of the Member with constituents and groups during regular office hours, some evenings and weekends;
- Logging incoming and outgoing correspondence, handling visitors & telephone calls;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework and constituent concerns in Congressional Management System Database;
- Performs cross functional tasks with other departments, as needed.
- Meets attendance requirements as established by the office; Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;

#### SKILLS AND KNOWLEDGE REQUIRED:

- Strong customer service, oral and written communication skills;
- Familiarity with local, state and federal agencies; Strong knowledge of issues and events in the district in which the Member is involved;
- Professional telephone manner and excellent customer and client service skills;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge and proficiency in Microsoft office suite and other office computer applications.

**MEM-402-24**

#### **Constituent Advocate (District Office)**

Office of Congresswoman Jill Tokuda



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Rep. Jill Tokuda is looking for an enthusiastic and highly motivated individual to join her district staff in her Honolulu Office. This position works with constituents who request assistance and acts as a liaison to federal, state, and local agencies. The ideal candidate would have strong customer service skills and the ability to write quickly and effectively. Attention to detail and the ability to work in a fast-paced environment is required.

**ESSENTIAL JOB FUNCTIONS:**

- Works with constituents who request assistance and maintains up-to-date files on all cases.
- Manages casework through a constituent management system and handles cases in a timely and responsible manner, which includes working with federal, state, and local agencies.
- Answers phones, checks voicemail, and responds to calls or refers calls to appropriate staff. Greets and assists visitors.
- Reviews, processes, and distributes mail.
- Prepares written responses to constituent inquiries and congratulatory messages.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter and resume to [hawaii02jobs@gmail.com](mailto:hawaii02jobs@gmail.com).

**MEM-392-24**

Congresswoman Emilia Sykes seeks a **Communications Director** to serve in their Washington, D.C. office. Candidates must be proactive, possess superior written and oral communication skills, and be able to execute a robust communications strategy. This is not an entry-level position. Only candidates with prior political or legislative communications experience will be considered.

**Primary responsibilities:**

- Creating and executing a robust communications plan;
  - Establishing and maintaining relationships with Ohio, national, and D.C.-based media;
  - Advancing press events and staffing the Member as needed, including occasional night and weekend commitments;
  - Drafting and distributing press releases, statements, and media advisories;
- Creating, editing, and strategically placing op-eds;
- Overseeing the development of social media content creation, including rapid response;
  - Managing a franked communications plan including text messages, e-newsletters, digital ads, radio ads, 499s, mailers, etc;
  - Pitching to reporters and producers, responding to press inquiries, and serving as the main point-of-contact for media;
  - Updating the website as needed;
  - Managing the Press Secretary; and
  - Performing other duties as assigned.



Candidates of diverse backgrounds are 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.

The salary range for this position is \$90,000-\$100,000 based on experience.

To apply, please send a resume, three references, and two writing samples in one pdf to [JoinTeamSykes@mail.house.gov](mailto:JoinTeamSykes@mail.house.gov) with the following subject line: Full Name – Communications Director.

## MEM-382-24

The **Military and Veterans Affairs Liaison** is responsible for maintaining relationships with veterans, military members, military installations and organizations, veterans organizations and offices, and other like entities within the district. Additionally, the liaison will be responsible for all military and veterans related casework and lead the office's service academy nomination process.

### ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents, organizations, etc;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Acts as a liaison to and notifies the appropriate media when the Member will be in the liaison's area and works with the Member's Scheduler and Press Secretary to ensure appropriate media participation;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Director of Constituent Services;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Assists with the handling of office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;



- Maintains a good working relationship with the Member, staff, and constituents;
- Performs other duties as assigned.

#### **EDUCATION (OR EQUIVALENT EXPERIENCE):**

- Bachelor's degree or equivalent combination of education and experience preferred;
- Previous office experience is preferred;
- Previous experience working for a Member of Congress, elected official, or government agency preferred;

#### **SKILLS AND KNOWLEDGE REQUIRED:**

- Meets attendance requirements as established by the office;
- Accepts performance based criticism and directions;
- Strong oral and written communication skills;
- Works well under pressure and handles stress;
- Works a flexible schedule including some nights and weekends;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

#### **WORKING CONDITIONS:**

- Work is mainly performed in an office environment;
- Ability to work in a small work station without an expectation of privacy.
- This job is primarily performed in-person
- This position will be in the District Offices of Congressman Max Miller (Medina and Parma, Ohio)

#### **Applicant Instructions:**



All interested candidates are encouraged to submit a cover letter and resume to [Raymond.Paoletta@mail.house.gov](mailto:Raymond.Paoletta@mail.house.gov).

**Notice:**

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

**MEM-135-24**

**PRESS SECRETARY-** The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director.

This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

**PRIMARY RESPONSIBILITIES:**

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter to [oh3.jobs@mail.house.gov](mailto:oh3.jobs@mail.house.gov) using the following subject header: PRESS SECRETARY: First name, Last name.



## MEM-451-23

The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

### **CORE RESPONSIBILITIES AND DUTIES:**

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.



- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

### **SALARY**

Commensurate with experience. Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to [ellis.mcginis@mail.house.gov](mailto:ellis.mcginis@mail.house.gov) with “Legislative Director/Counsel” in the subject line. This position will remain open until filled.

Incomplete applications may not be considered. This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.

## Internship Openings

Week of [October, 21, 2024]

MEM-443-24

The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 Congressional **Internships** in our Washington, DC office. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to [WisconsinResumes@mail.house.gov](mailto:WisconsinResumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.

MEM-441-24



**Office of Talent and Development**  
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The Office of Congressman Jim Costa (CA-21) seeks 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 Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

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 be under the supervision of the Communications Director and Internship Coordinator.

### **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 videos.
- Assist with the 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, conducting tours, and other duties as required.

### **Internship Dates and Details:**

Fall internships will start in early December 2024 and go until April 2025, 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, November 15th.

**Apply:** Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa ([house.gov](https://house.gov)), (<https://costa.house.gov/services/internships>) specifying in their application their desire to be a press intern.

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-440-24

Congressman Josh Harder (CA-9) is seeking motivated **legislative interns** for the Spring Session in his Washington, DC office. Interns will participate in the daily operations, assisting with congressional hearings, writing memos, answering phones, sorting mail, and supporting staff. Candidates should exhibit strong work ethic, attention to detail, punctuality, and excellent writing skills. District ties are preferred but not required. This paid internship provides valuable experience in government and politics. To apply, send your resume, cover letter, and a 1-2 page writing sample as a PDF to [Eli.Aguayo@mail.house.gov](mailto:Eli.Aguayo@mail.house.gov) by COB on November 22nd, 2024.

### MEM-439-24

The Office of Congresswoman Susan Wild (PA-07) is seeking full-time **interns** to assist her legislative team in Washington D.C. for Spring 2025. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January.

Intern responsibilities include answering constituent phone calls, assisting with the constituent mail program, drafting memos, attending committee hearings and briefings, giving tours, and assisting staff with projects in a wide array of issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, a team-player mentality, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

To apply, please e-mail a resume, cover letter, and one-page writing sample to [wildinterns@gmail.com](mailto:wildinterns@gmail.com) with the subject line LASTNAME- Legislative Internship. Also include policy areas of interest, desired start and end dates, and availability. Applications will be considered on a rolling basis; deadline to apply is Friday, November 8th at 5pm. Late applications will not be considered.

### MEM-437-24

The Office of Congressman Jim Costa (CA-21) seeks 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 Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

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 be under the supervision of the Communications Director and Internship Coordinator.

### **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 videos.

Assist with the 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, conducting tours, and other duties as required.

### **Internship Dates and Details:**

Fall internships will start in early December 2024 and go until April 2025, 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, November 15th.

**Apply:** Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa (house.gov), specifying in their application their desire to be a press intern.

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-436-24**

The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for **legislative internships** in Washington, DC for January-May. Please indicate availability in the first sentence of the cover letter.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting



constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties.

As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: <https://cartwright.house.gov/services/internships.htm>.

No phone calls or drop-ins please.

## MEM-435-24

**The Democratic Staff** of the **House Energy and Commerce Committee** seeks qualified undergrad students and recent graduates for **Legislative Interns** for the Spring 2025 session.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Spring 2025 Legislative Intern Application" in the subject line. The deadline for applications is November 15, 2024. Please no phone calls or drop-ins.



## MEM-434-24

Congressman Emanuel Cleaver's Washington, D.C. office is seeking spring **interns** from January through May. Intern responsibilities vary daily but typically include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff. Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks at once. The ideal candidate can work a full-time schedule.

To apply, please submit a single PDF containing a cover letter with intended start and end dates, a resume, and a writing sample to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov). Applications for the spring semester are due on Friday, November 1, by 11:59 pm.

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

## MEM-433-24

### Press Internship

The Office of Representative Brad Schneider (D-IL-10) is now accepting applications for Spring 2025 **Press Interns** in the Washington, D.C., office. This paid internship runs from early January through late May and is open to both undergraduate and graduate students. Hours are flexible to accommodate academic schedules, with general hours from 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.

As a press intern, you will collaborate closely with the communications team to create engaging graphics, edit videos, and draft social media content. You may also have the opportunity to join staffers alongside the Congressman at events or during meetings to capture pictures and draft content on-site. Additional responsibilities include some legislative internship duties, such as answering constituent calls, leading Capitol tours, and assisting with front office administrative tasks.

The ideal candidate is adaptable, detail-oriented, and thrives in a fast-paced, deadline-driven environment. Strong writing skills are essential, as is the ability to communicate effectively with both internal and external stakeholders. Experience with graphic design platforms like Canva, as well as photo and video editing software, is a plus.

Interested applicants should submit one PDF file containing a cover letter, resume, two references, a 1–3-page writing sample, and one example of digital work (video, graphic, or photo). These materials should be sent to [Matthew.Rodriguez@mail.house.gov](mailto:Matthew.Rodriguez@mail.house.gov) with the



subject line “Spring 2025 Press Internship Application – [Your Name]. Please submit your application by 11:59 p.m. EST on November 12th, 2024.

**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** This office is an equal-opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-432-24

The Office of Representative Brad Schneider (D-IL-10) is now accepting applications for Spring 2025 **legislative interns** in the Washington, D.C., office. This paid internship runs from early January through late May and is open to both undergraduate and graduate students. Hours are flexible to accommodate academic schedules, with general hours from 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.

As a legislative intern, you will play a key role in ensuring the smooth operation of the office while gaining valuable experience working with the legislative team on policy matters. Your responsibilities will include answering phones, managing errands, researching legislation for the congressman and staff, attending hearings and briefings, leading Capitol tours, and responding to constituent inquiries. This position provides a unique opportunity to gain first-hand experience in learning about the legislative process and the diverse functions of a congressional office.

The ideal candidate is adaptable, detail-oriented, and thrives in a fast-paced, deadline-driven environment. Strong writing skills and the ability to communicate effectively with both internal and external stakeholders are essential. Experience in a professional environment and knowledge of basic congressional operations are a plus.

To apply for a legislative internship with Congressman Schneider, please complete the internship application form on our website (<https://schneider.house.gov/students/internships>) by 11:59 p.m. EST on November 12, 2024. If you have trouble accessing the application form or have any questions, please email [Matthew.Rodriguez@mail.house.gov](mailto:Matthew.Rodriguez@mail.house.gov).

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. This office is an equal-opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.



## MEM-430-24

The Washington, D.C. Office of Congressman Ed Case (HI-01) is seeking motivated candidates for a Spring 2025 semester **internship**.

### **Responsibilities Include:**

- Answering phones and managing correspondence
- Leading constituent tours of the Capitol
- Conducting research on legislation for the Member and legislative staff
- Attending hearings and briefings
- Assisting with various office tasks

Interns will have the chance to engage directly with the legislative process and contribute to the functions of a congressional office. Application Deadline: November 1, 2024

To Apply: Interested candidates should submit the following materials:

- Resume
- Cover letter (including interest in the internship, availability, and ties to Hawaii)
- Three references (academic and work-related)
- Two short writing samples (maximum of 5 pages)

For more information or to submit your application, please email [HI01.Internships@mail.house.gov](mailto:HI01.Internships@mail.house.gov).

## MEM-429-24

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 winter. 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-428-24

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. and District (Sacramento) offices for the Spring 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.





Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

To apply, please visit the “Internships” page of Congresswomen Matsui’s official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California’s 7th District are preferred, but not required. All applications are considered on a rolling basis.

## MEM-427-24

The Democratic Staff of the U.S. House Judiciary Committee, under the leadership of Ranking Member Jerrold Nadler (NY-12), seeks **legal interns** for the Spring 2025 internship program. This program offers the opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our committee plays in the legislative processes of the United States Congress.

The U.S. House Judiciary Committee has legislative and oversight jurisdiction across a wide range of issues, including oversight of the U.S. Department of Justice and Federal Bureau of Investigation, constitutional law, federal criminal law, voting rights, immigration and naturalization, administrative law, intellectual property law, and antitrust law. Interns work closely with committee staff, including subcommittee and oversight staff, on a range of issues.

Intern assignments will vary depending on the work of the U.S. House Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching legal and policy issues under the committee’s jurisdiction;
- Tracking relevant legislation, hearings, briefings, and media;
- Drafting internal and external memoranda;
- Supporting oversight counsels in transcribed interviews and depositions;
- Supporting committee clerks and professional staff members during hearings and markups; and
- Providing administrative support, including answering calls, delivering correspondence, and preparing the committee’s hearing room.

The Democratic Staff of the U.S. House Judiciary Committee strives to ensure that our internship class reflects the country’s diversity. Candidates from minority backgrounds are strongly encouraged to apply. The committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.



The deadline for applications for the Spring 2025 session has been extended to October 30, 2024. This internship is based in Washington, DC and is open to qualified undergraduate, graduate, and law students. Applications must be submitted at the following website: <https://democrats-judiciary.house.gov/about/internship-opportunities.htm>.

## MEM-426-24

### Press Fellow

The Office of Congressman Tim Kennedy (NY-26) is seeking a highly motivated **Press Fellow** to work in the Washington, D.C. office for the Spring Session. Press Fellows are an integral part of day-to-day operations and gain hands-on experience, including attending briefings, meetings, press conferences, and networking events.

### Press Fellows Responsibilities:

- Draft and edit press releases, statements, op-eds, and other communication materials
- Compile press clips and monitor emerging news stories
- Maintain and update media contact lists and databases
- Prepare press reports for internal distribution
- Draft social media and contribute to digital strategy
- Edit videos, and design graphics and posters
- Support the communications team with administrative tasks and project coordination
- Other duties as assigned

### Skills and Qualifications:

- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Ability to multitask and prioritize in a fast-paced environment
- Familiarity with social media platforms and digital communication tools
- Major in Communications, Journalism, or a related field is a plus
- A proactive and collaborative attitude
- A sense of humor

### Internship Details:

Spring internships will start in January and go until May, with some flexibility. This is a paid opportunity. Western New York ties are a plus, but not required. Please submit your application to [KennedyNY26.Press@mail.house.gov](mailto:KennedyNY26.Press@mail.house.gov) with the subject line "FULL NAME Press Fellow Application," with a resume, cover letter, and writing sample by COB November 1, 2024. Applications will be reviewed on a rolling basis.



We do not discriminate based on race, ethnicity, gender, sexual orientation, gender identity, religion, national origin, age, disability, or socioeconomic status. All are welcome and encouraged to apply.

## MEM-423-24

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the Spring 2025 **Internship** program. Applications are considered on a rolling basis.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend. The spring internship will span early January to early May, but start/end dates are flexible based on semester schedule.

Please send a resume, cover letter, three professional references and a brief writing sample to [andrew.skurnik@mail.house.gov](mailto:andrew.skurnik@mail.house.gov). No phone calls or drop-ins, please. Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

When emailing over your completed application materials, please include a resume, cover letter. And 2-3 references in one combined PDF.

## MEM-421-24

The Democratic Staff of the Committee on Rules is seeking full- and part-time, energetic **interns** for the spring (January - May). Our interns work closely with Committee staff to prepare materials for Committee meetings, conduct research projects, learn about the Rules of the House and the various procedures for legislation to reach the House Floor, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Interns will gain experience in legislative analysis, political communications, and institutional processes.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. All offers are conditional on completion of a federal criminal background check. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.



Interested applicants should email a cover letter and resume with the subject line: "Legislative Intern Spring 2025 – Last Name, First Name" explaining why you want to join the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov). Please apply by November 8, 2024.

**Note:** Students on quarter systems or with unusual schedules are still encouraged to apply—please detail your particular situation in your cover letter.

## MEM-420-24

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](http://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.McCarthy@mail.house.gov](mailto:Lydia.McCarthy@mail.house.gov) with the subject line "Spring 2024 Internship" by November 15.

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-418-24

Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Spring 2024.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. They should be self-starters with excellent writing and organizational skills.



Our office is an equal opportunity employer, and we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be given to candidates with New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

**Key responsibilities of D.C. interns include:**

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Legislative work: attending hearing and briefings, writing memos, composing cosponsor recommendations, and drafting letters to be sent to constituents
- Organizing incoming mail
- Assisting with press clips and communications tasks

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from January to May. Preference will be given to those with availability of at least 20 hours per week, and a stipend will be provided.

To apply, please fill out the application and submit a resume and cover letter through this link: [menendez.house.gov/services/internships](https://menendez.house.gov/services/internships). Please indicate your availability in your cover letter and format the files [LastName\_CoverLetter] and [LastName\_Resume].

## MEM-417-24

Rep. Troy Nehls (TX-22) Seeks full time **Legislative and Press Interns** for Spring 2025

Congressman Troy E. Nehls' (TX-22) Washington, D.C office is currently seeking qualified individuals who have a passion for federal policy and America First priorities to serve in his Washington, D.C. office for the Spring of 2025. This internship provides students with a firsthand understanding of our nation's legislative process. Interns will contribute to the daily operations of the office. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, attending briefings and hearings, performing legislative research, and assisting both legislative and communications staff.

Those interested should send their resume and cover letter to [jacqueline.camuy@mail.house.gov](mailto:jacqueline.camuy@mail.house.gov) with "Spring 2025 Internship" in the subject line. Applications are reviewed on a rolling basis until November 2nd.

Texas ties are preferred.

**Hours:**



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

Full-time interns will work 9:00 AM to 5:00PM when out of session, 8:30 AM – 6:00 PM when in session Monday through Friday in order to meet the full-time rate.

**Stipend:**

This is a paid internship. Please include availability, previous experience and information about yourself and your education. Texas ties preferred.

**Transportation Accommodations:**

Interns will be able to use the Metro and will be reimbursed for their commutes to and from the office

## MEM-416-24

The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

Typical duties will include answering phones, leading Capitol tours (Washington, D.C.-based), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid, part-time internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates who are interested in the legislative process are highly encouraged to apply. The Congresswoman is on the Oversight and Accountability Committee and the Space, Science, and Technology Committee. Ties to Pennsylvania's 12th Congressional District are preferred, but not necessary.

All applicants should apply by November 15, 2024,  
at: <https://summerlee.house.gov/internships>.

## MEM-414-24

The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Spring 2025 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 early January and go until late April/early May, 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 at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, November 22nd .

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

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship.
  - Use the subject line “First name Last name [legislative] OR [press] – Spring 2025 internship”





- [ca37.DOinternships@mail.house.gov](mailto:ca37.DOinternships@mail.house.gov) for Los Angeles office internship
  - Use the subject line “First name Last name – Spring 2025 Internship” in your email.

Please reach out our intern coordinator, Madilyn Brandon, with any questions at [Madilyn.Brandon@mail.house.gov](mailto:Madilyn.Brandon@mail.house.gov).

## MEM-413-24

**Communications Interns** assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework inquiries, and aiding the Congresswoman’s communications efforts. Experience working in communications is a plus.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an eye for and ability to create engaging digital content, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, a one-page writing sample, and a sample social media post with relevant written and visual components in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Spring Communications Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Thursday, October 31, 2024, at 5 PM ET, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

## MEM-412-24

**Legislative Interns** assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman’s legislative agenda.



Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an ability to manage multiple short-term and stretch assignments, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Spring Legislative Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Thursday, October 31, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

## MEM-409-24

Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District (Kirkland) offices. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Kirkland, WA interns will have the opportunity to attend community events and tours with the Congresswoman and staff. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

To apply, please submit a cover letter, resume, and short writing sample (1 to 2 pages) through our web form here: <https://airtable.com/appNK10LkiweHjE79/shrKQyVOSs0khwKCp>. The deadline for Spring 2025 internship applications is Friday, November 8th at 11:59 PM.

## MEM-407-24



**Job Opening: Spring DC Fellowship**  
Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for a legislative fellowship during the Spring 2025 term. This fellowship is a great opportunity for individuals in professional programs who seek to gain an in-depth legislative experience. This is a full-time, in-person position.

Fellows assist the legislative team with drafting legislation, assisting with stakeholder meetings, and helping with committee assignments.

**Duties include but are not limited to:**

- Performing Research (CRS, the Library of Congress, MIN, or other available resources)
- Attending meetings on behalf of the office
- Drafting talking points, proclamations, and various briefings
- Staffing the Congressman at various events
- Tracking and responding to constituent requests and letters
- Helping find legislative opportunities for sponsorship and co-sponsorship
- Performing tasks and duties as needed to help day to day activities of the office

Other duties will be based on the fellow's interests.

We are looking for candidates with an eagerness to learn, research skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and research experience are pluses. Must be in a program that sponsors your fellowship.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to [HR.Thanedar@mail.house.gov](mailto:HR.Thanedar@mail.house.gov) with the subject line "Last Name - Spring DC Fellow Application." The application deadline is November 15, 2024. No calls or drop-ins, please.

**MEM-406-24**

**Job Opening: Spring DC Internship**  
Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for press and legislative internships during the Spring 2025 term. This



internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, in-person position.

**Duties include but are not limited to:**

- Answering phone calls
- Greeting office visitors
- Drafting constituent correspondence
- Coordinating tour requests and leading tours of the Capitol
- Attending congressional briefings, hearings and other professional development events
- Drafting press releases to be posted on the website and social media accounts
- Researching legislation and writing cosponsor memos for the legislative team
- Assisting operations, communications, and legislative staffers with various tasks

Other duties will be based on the intern's interests.

We are looking for candidates with an eagerness to learn, customer service skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and service industry experience are pluses.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to [HR.Thanedar@mail.house.gov](mailto:HR.Thanedar@mail.house.gov) with the subject line "Last Name - Spring DC Press or Legislative Intern Application." The application deadline is November 15, 2024. No calls or drop-ins, please.

## MEM-404-24

### FERN HOLLAND INTERNATIONAL AFFAIRS FELLOWSHIP

Congressman Moulton offers a full-time, paid foreign policy **fellowship** in our Washington, D.C. office. This opportunity is only open to candidates who are currently Pell Grant-eligible or who were Pell Grant-eligible while pursuing their bachelor's degree. Current undergraduate students, current graduate students, and recent college graduates are welcome to apply, though preference is given to graduate students. The fellow will work on assignments on foreign policy and national security, in addition to some regularly assigned intern responsibilities.

### RESPONSIBILITIES

Conducting legislative research.  
Taking notes at briefings and hearings.



Organizing research from Members of Congress and outside organizations.  
Writing briefings for the Congressman.  
Drafting questions for House Armed Services Committee and Select Committee on China hearings.  
The full fellowship description can be found [here](#).

#### **APPLICATIONS:**

Please email [MA06.Resumes@mail.house.gov](mailto:MA06.Resumes@mail.house.gov) with your resume and cover letter using the subject line: FHF: LAST NAME.

- If you are selected for an interview, a staff member will contact you
- Applications are reviewed on a rolling basis
- If selected, you will be required to submit a FAFSA form.

If you have any questions, please email Emerson Jacobson  
([Emerson.Jacobson@mail.house.gov](mailto:Emerson.Jacobson@mail.house.gov))

#### **MEM-403-24**

The House Natural Resources Committee Democrats seek full-time **interns** for Spring 2025 (beginning of February – end of May). Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aid communications.

**Preferred qualifications:** Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the United States, and has a passion for working to dismantle these systems.

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.



The application deadline is close of business on October 25. Interested candidates should apply by visiting the House Natural Resources Committee Democrats website at <https://democratsnaturalresources.house.gov/internships>.

Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

### MEM-401-24

The office of Congressman Kevin Kiley is seeking full or part-time **interns** for the FALL 2024 term. Position duties include attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply.

Interested applicants should send their resume and availability. Please use “Kevin Kiley Internship” in the subject line. Please send resumes to [Anthony.euceda@mail.house.gov](mailto:Anthony.euceda@mail.house.gov)

### MEM-400-24

The Washington D.C. Office of Representative Brad Sherman CA-32 will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted October 1st, 2024 – November 8th, 2024.

#### **Interns will be responsible for:**

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Other administrative tasks as assigned



- As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should be a self-starter with strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. CA-32 ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to [brads.interns@mail.house.gov](mailto:brads.interns@mail.house.gov) with “CA-32 Spring 2025 Internship” in the subject line.

For more information on the internship please visit:

<https://sherman.house.gov/contact/internships>

## MEM-398-24

Congressman Mike Levin (CA-49) seeks **interns** for his Washington, D.C., office for the Winter/Spring 2025 term.

These internships provide an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Interns should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude.

Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for either academic credit or a stipend. Internship applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.

### **Legislative intern responsibilities include:**

- Attending committee hearings and congressional briefings,
- Conducting policy research and drafting legislative materials,
- Authoring constituent correspondence on a range of policy issues,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and legislative tasks, as directed.





**Press intern responsibilities include:**

- Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,
- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.
- Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

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 deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. [Spring2025.Doe.Jane.pdf](#)) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by November 15, 2024.

Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

## MEM-397-24

**Internships** in the Office of Congressman Tim Kennedy are available for the fall, spring, and summer sessions for college students and recent graduates. Students will gain invaluable experience working for a member of Congress alongside congressional staff. Hours can be flexible to accommodate academic schedules.

In Washington, D.C. and the Buffalo District Office, intern responsibilities vary, but typically include answering phones, administrative duties, legislative research, attending hearings, meetings, and briefings, drafting correspondence, letters, and Congressional Extensions of Remarks, and



assisting with media monitoring. In addition, interns may be assigned to assist in various constituent casework or assist with district-based projects. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship, please email <<[ny26internapplication@kennedyny26.com](mailto:ny26internapplication@kennedyny26.com)>> with the subject line [Name], [DC or District Intern], and [Session (Spring, Summer, Fall)]. Please include a resume, cover letter, and three references as attachments. Applications will be reviewed on a rolling basis, and you will be notified if and when the position has been filled.

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.

## MEM-396-24

The office of Congressman Kevin Hern (OK-01) seeks motivated and team-oriented **Interns** to assist with various office duties based in his Washington, D.C. office for the 2025 Spring Term (January – April/May). Internships are intended to current undergraduate students, recent college graduates, and students currently enrolled in graduate school.

Responsibilities include, but are not limited to, answering constituent phone calls, taking notes at briefings and hearings, conducting tours of the Capitol, drafting correspondence letters, assembling press and news clips, and assisting staff with other research and administrative duties.

Ideal candidates have a strong interest in public policy, demonstrated responsibility, respectable personal conduct, and are committed to serving the constituents of Oklahoma's 1st Congressional District with the utmost diligence.

Interested candidates should visit <https://hern.house.gov/services/internship.htm> for application instructions.

Application Deadline: November 20th by 5pm CST  
Start Date: January

## MEM-394-24



The District Office of Representative Joseph Morelle, NY-25 in Rochester, NY, will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted September 30th, 2024 – November 1st, 2024.

**Interns will be responsible for:**

- Completing constituent calls
- Writing letters, certificates, and proclamations
- Day-to-day office work
- Interacting with members of staff in the Rochester office and virtually in the D.C. office
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to [Eric.Gros@mail.house.gov](mailto:Eric.Gros@mail.house.gov) with “NY-25 Spring 2025 District Internship” in the subject line.

The deadline for this internship application is November 1st, 2024, but applicants are encouraged to submit their application early. Interview requests will be sent out following the November 1st deadline.

For more information on the district internship please visit:

<https://morelle.house.gov/congressional-internships>

## MEM-393-24

The Office of Congresswoman Kim Schrier (WA-08) is seeking **interns** in its Issaquah and Washington, D.C. offices for spring 2025.



Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington's 8th Congressional District. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. also have the opportunity to lead tours of the U.S. Capitol, as well as attend briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

### **Qualifications**

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. Washington state ties are a plus, but not required.

Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during business hours.

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. Stipends or academic credit are available.

Please apply by November 15, 2024, at 11:59 p.m. ET.

Please be prepared to submit a cover letter, resume, three references and relevant information at <https://schrier.house.gov/services/internships>. If you have issues with this form, please email relevant application materials to [DistrictInternshipsWA08@mail.house.gov](mailto:DistrictInternshipsWA08@mail.house.gov).

### **MEM-391-24**

Representative Jim Baird (IN-4) is seeking **internship** applicants for Spring 2025 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 early January to mid-May 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-390-24

Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office. Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

### D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

### DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.



- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

## APPLICATIONS

Applicants can find more information on the internship portal at [moulton.house.gov](https://moulton.house.gov) under the ‘Services’ tab. All applications are due on November 10th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Emerson Jacobson ([Emerson.Jacobson@mail.house.gov](mailto:Emerson.Jacobson@mail.house.gov))

## MEM-388-24

The office of Congressman Tom McClintock is seeking full or part-time **interns**. Position duties include: attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply. Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com). Please use “McClintock Internship” in the subject line. No phone calls or drop-ins, please.

## MEM-384-24

The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2025. This is an in-person opportunity with limited hybrid hours possible. A majority of the program is spent in the office.

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. Full-time availability is preferred. Ties to Tennessee’s 9th District are preferred but not required. Start dates are flexible. 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.

