



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of April 18, 2022

MEM-215-22 North Carolina Democrat seeks candidates for a communications **fellowship**.

Competitive candidates will possess creativity, excellent writing skills, sound political judgement, and relevant prior experience. Expertise editing video or creating graphics a plus.

Fellowship will require some remote and some in-person work, but can be fully remote to start. Diverse candidates and candidates with North Carolina ties are strongly encouraged to apply. Fellows will be paid a monthly stipend.

To be considered, please submit a resume and 2-3 examples of your work (press release, social media post, op-ed draft, etc) to MacKensie Kvalvik at mackensie.kvalvik@mail.house.gov.

MEM-210-22 Congresswoman Barragán's office is hiring!

We are working to hire a new cohort of **interns** to work this Summer in our San Pedro District office.

Potential interns must be available to work in our San Pedro Office. Applications are being accepted on a rolling basis until positions are filled.

QUALIFICATIONS:

- good oral and written communication skills.

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

DUTIES:

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

Apply now at www.Barragan.house.gov/internships

Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. All are welcome and encouraged to apply.

MEM-207-22 The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently seeking applicants for the full-time, paid **intern** position in the Summer of 2022.

Interns are involved in all aspects of the office including constituent services (such as answering phones and constituent letters on a variety of issues), and legislative research, in addition to providing daily administrative and operational assistance. Interns are also encouraged to attend hearings, briefings, lectures, and seminars available in Congress and around the Hill.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at alexandra.schindewolf@mail.house.gov with the subject line "Summer 2022 Internship." Please send all attachments as PDFs. This internship will run for up to four months between May and August, with the specific start and end dates varying per individual applicant.

MEM-201-22 The Office of Congressman Kweisi Mfume (MD-07) is currently accepting applications for Summer 2022 in our Baltimore and DC offices.

Interns will learn about the legislative process, constituent services, and many other functions of a congressional office.

DC Intern responsibilities include: answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed.

Baltimore Intern responsibilities include: answering phones, assisting with casework, working on special projects in the district and other constituent related matters.

The term of this internship will be from June – Early August.

- Paid full-time internships: must work at least 30 hours a week.

Interested applicants should email a cover letter, resume, short writing sample to Md07employment@mail.house.gov by noon on April 22, 2022. Please be sure to note in the subject line Summer Internship and which office you would prefer to work.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

District and Maryland ties are preferred but not required. No phone calls, follow-ups or drop-ins, please.

MEM-190-22 Congressman Gregory W. Meeks (NY-5) is seeking an enthusiastic, highly motivated legislative and press/digital **interns** to work in-person in our Washington DC office for Summer 2022.

Interns in Washington, D.C. are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff.

This includes attending Congressional hearing and briefings, writing memos, compiling press clippings, drafting social media posts, answering phones, and sorting mail. As an intern for Congressman Meeks, the Chairman of the House Foreign Affairs Committee and a senior member of the House Financial Services Committee, you will have a unique opportunity to gain unparalleled exposure to the political processes and legislative work on Capitol Hill.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants are diligent and communicative and are willing to follow through on a wide variety of tasks.

Please submit your resume, cover letter, and 2–3-page writing sample and graphic sample (if applicable) to meeks.house.gov. Please submit your application no later than Friday, April 22nd at 11:59 PM EST.

MEM-188-22 Congressman Conor Lamb (PA-17) has openings for full and part-time congressional **interns** for his Washington, D.C. office during the Summer of 2022.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in May, and a preference for those who can stay at least three months. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting staff with projects in diverse issue areas.

Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties and customer service experience are strongly encouraged to apply. There is a stipend and transit benefits available for qualifying candidates.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov.

MEM-181-22 Congressman Scott DesJarlais (TN-04)—paid; full-time **internship**
The DC office of Congressman DesJarlais is looking for summer interns— from June through the end of July.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday. Interested candidates should e-mail an updated resume and cover letter to McKenna.Carman@mail.house.gov

MEM-174-22 Northwest Florida office is seeking summer **interns** in Washington, DC. The summer semester runs from May through August, dates are negotiable.

The internship offers opportunities to gain hands-on experience working in a congressional office including legislative research, operations, and communications. Qualified applicants should possess strong writing and communication skills, the ability to multi-task, a positive attitude, a strong sense of professionalism, and a passion for public service. Candidates enthusiastic about the America First movement are encouraged to apply.

Interns' responsibilities will vary. Primary responsibilities include: checking voicemails, leading Capitol tours, handling mail, assisting with special projects, attending briefings, performing legislative research, drafting memos, assisting with case work, and other tasks as needed.

To apply, send a resume and cover letter to northwestflorida000@gmail.com with the subject "Summer Internship Application". In your cover letter, please indicate expected start and end dates and hours available to work. The application deadline is on a rolling basis.

MEM-166-22 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate or law school student for a full-time **internship** for Summer 2022.

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

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

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

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled "last name, first name, Spring 2022 GovOps" to GovOpsSubcommittee@gmail.com with "Spring 2022 Internship

Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

MEM-150-22 Congresswoman María Elvira Salazar (FL-27) is currently accepting applicants for **interns** in her Miami and Washington, D.C. offices for the summer session.

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

QUALIFICATIONS: good oral and written communication skills (Spanish language skills preferred); ability to work cooperatively and courteously with others; good organizational skills; and willingness to learn. Ties to South Florida and means of travel are a plus.

DUTIES:

- performs research and drafts briefs;
- attends community events and Congressional briefings;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephone;
- logs constituent correspondence, including their full names, addresses, and all other relevant information;
- greet visitors; and
- performs other duties as assigned by the intern coordinator of their office.

DURATION: Summer interns will begin their internship programs no earlier than May 1 and conclude their program no later than August 15. Interns are expected to serve in the office at a minimum of 15 hours each week during their tenure.

HOW TO APPLY: the deadline for applications for the Summer 2022 internship session is April 30.

Interested applicants may submit their resume and a cover letter to Howard Senior at hs@mail.house.gov (Miami) or Liam Diebel at liam.diebel@mail.house.gov (Washington, D.C.), in addition to completing the online application available at <https://salazar.house.gov/services/internships>.

MEM-089-22 The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to E&L.Jobs@mail.house.gov with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

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

MEM-083-22 Summer **Internship** Opening for Rep. Josh Gottheimer (D-NJ)

The Washington, D.C. Office of Congressman Josh Gottheimer (NJ-05) is seeking motivated, organized, and hardworking individuals for the summer term.

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. New Jersey ties are a plus.

Please send a resume, cover letter, one-page writing sample, and dates of availability as one PDF with subject line “DC SUMMER INTERNSHIP 2022” to nj5jobs@mail.house.gov.