



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of March 7, 2022

MEM-112-22 Congressman Josh Harder (CA-10) seeks an organized and detail-oriented Scheduling **Fellow** for his D.C. office.

This person will report to the Operations Director and will be responsible for managing all aspects of the Member's Washington, D.C. daily schedule; staffing the Member; making travel arrangements; organizing and responding to incoming DC scheduling requests; managing the Member's time in a productive and timely manner; and other tasks as assigned. This is a paid, in-person (hours can be flexible) position and will run from late April through end of November, although start date can be flexible.

Applicants should have a positive attitude, sense of humor, excellent organizational skills, strong written and verbal communication and interpersonal skills, and an ability to thrive in a fast-paced, collaborative environment. Applicants must also value and exhibit confidentiality & discretion. Previous Capitol Hill or scheduling experience is a plus, but not required.

Please submit your resume, cover letter and two references to Ryan.Feldman@mail.house.gov and include "Scheduling Fellow" in the subject line by 6pm EST on Thursday, March 17th. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as those with California Central Valley ties. No phone calls or drop-bys.

MEM-110-22 The office of Congressman Josh Harder (CA-10) is currently accepting applications for paid summer **internships** which will run from the beginning of May through end of August.

Our hands-on legislative internship program offers highly motivated undergraduates and recent graduates the opportunity to gain real-world experience in government and politics. Over the course of their service, interns will gain a deeper knowledge of the federal government and strengthen their communications, writing, problem-solving, and time-management skills.

Responsibilities will vary but may include:

- Communicating with constituents through mail, email, and over the phone
- Conducting research to be used for floor speeches, memos, committee hearings, and other legislative business
- Monitoring press coverage, current events, and House business
- Attending briefings and hearings
- Greeting office visitors and giving tours of the Capitol
- Administrative tasks as assigned

To apply for an internship with the Office of Congressman Josh Harder, send your resume, cover letter, and a 1-2 page writing sample as a single PDF to Archibald.Fraser@mail.house.gov. The deadline for applying is end of day Sunday, March 20, 2022. Central Valley ties are preferred, but not required.

Please include the days and times you will be available to intern, your desired start date, and any requirements your school has in order for you to receive credit in your cover letter. Please format the subject line of your email “DC Internship - First Name Last Name - Summer.”

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

MEM-107-22 The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the Spring Term (mid-March to June). The Digital/Press Intern will help build out the Congressman’s digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics.

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

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Staff Assistant/Legislative Correspondent with administrative tasks (e.g. sorting mail, answering phone calls, conducting Capitol tours, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

PREFERRED EXPERIENCE

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

TO APPLY

The internship will run from mid-March to June. The hours are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to Tommy.Vo@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party.

No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Friday, March 11th.

MEM-106-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** in his Washington, DC office for the Summer 2022 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We are looking for college students

or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume and cover letter to seth.enderson@mail.house.gov.

MEM-104-22 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2022.

*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service.

*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

*Starting and ending dates are flexible, although prospective interns should be able to commit at least 16 hours per week during the semester.

How to apply:

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

Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is March 31, 2022 at 11:59PM PT.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Members of historically

underrepresented communities, including women, people of color, and LGBTQ individuals, are strongly encouraged to apply.

MEM-103-22 Representative Rick Larsen (WA-02) is seeking a Spring 2022 **intern** for the Washington, DC office. The paid internship will run from mid-March to June.

The intern's duties will include (but are not limited to): leading tours of the Capitol, answering phones, sorting mail, and various other tasks to assist staff. The intern will also assist the legislative staff in environment and energy issues.

The ideal candidate for this internship will have interest in environment and energy issues, strong written and verbal communication skills, attention to detail and strong researching skills.

Ties to Washington's Second District are preferred, but not required. Sense of humor also a plus.

Women, people of color, and LGBTQ+ persons are strongly encouraged to apply. All interested applicants should e-mail their resume and cover letter to Gala Loayza at gala.loayza@mail.house.gov with the subject line "Spring 2022 Internship." Applications will be reviewed on a rolling basis. Deadline March 11, 2022.

MEM-099-22 Rep. Katie Porter (CA-45) seeks highly motivated undergraduates and recent graduates for her DC office **internship** program. The ideal candidate is highly organized, able to multitask, and has strong written and verbal communication skills.

KEY JOB RESPONSIBILITIES

- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Draft form letters responding to constituent concerns
- Respond to constituent messages through phone calls or emails as needed
- Assist legislative team with researching data and information
- Compile draft meeting memos for the legislative staff
- Track and input legislative meetings with partners, stakeholders, and constituents, in IQ.
- Perform other duties as assigned by the DC Staff Assistant

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

Interns are expected in the office from 9 am to 6 pm, however hours are flexible based on a student's course schedule. A monthly stipend is also available.

To apply, send a cover letter, resume and two references to CA45.Internship@mail.house.gov with "Summer DC Internship" in the subject line. The deadline for submission is March 18, 2022.

MEM-096-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for Summer 2022 sessions. This is a hybrid position—hours will be worked in person and remotely. If the public health situation changes significantly, the position could transition to in-office full-time.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee's 9th District. Full-time availability is preferred.

There are two available start dates for Summer 2022 for approximately 10-16 weeks each, specific start dates are flexible. Please indicate your availability in your application:

May to July (A)
July to September (B)

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen
Congressman Cohen is the Representative of Tennessee's 9th District, which

includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-095-22 The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the summer in the D.C., Kent Island, and Salisbury offices.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Maryland ties are preferred, but not required.

To apply, please visit <https://harris.house.gov/services/internships/form> and complete the application. No phone calls please.

MEM-094-22 The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a summer press **intern** in our Washington, D.C. office. This internship will run from late May through early August.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options. Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment.

Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Internships@mail.house.gov.

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-093-22 The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for summer legislative **interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May through early August.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone, and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the “Legislative Internship” form our website, Houlahan.house.gov.

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-092-22 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 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-090-22 The House Committee on Education and Labor (Democratic staff) seeks a Legal **Intern** to assist with research and analysis for committee staff on oversight and investigations.

Applicants must either be currently enrolled in an accredited JD program or have received a JD from an accredited program. Responsibilities include assisting with oversight hearings, investigative reports and executing a complementary legislative and oversight strategy with positive results. Must be able to write quickly and clearly, be flexible in adjusting to changing circumstances and legislative priorities, and be self-starters capable of taking responsibility for complicated, ongoing projects.

To apply, applicants must submit a cover letter, resume, a writing sample (5-10 pages), a current transcript, and 3 references. Please submit all materials to E&L.Jobs@mail.house.gov with “Legal Intern” in the subject line.

In addition, please state in the body of your email submission: (i) your approximate start date, (ii) your approximate end date, and (iii) your approximate weekly hours. This is an unpaid position based in Washington, DC. Applications will be considered on a rolling basis until March 25, 2022.

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-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-088-22 Representative Mary Gay Scanlon (PA-05) Paid Communications **Internship**

Responsibilities include, but are not limited to:

- Compiling press lists
- Drafting press releases, social media posts, and other communications materials
- Assisting with video editing and graphic design
- Researching various policy issues
- Responding to constituent mail and answering office phones

Ideal candidates will have strong written and oral communication skills, familiarity with graphic design and video editing, and relevant internship experience related to communications, government, or campaigns. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

This position will report to the Press Secretary (based in DC), with additional supervision from the Communications Director (based in PA-05).

To apply, please send a resume, cover letter, a short writing sample, a digital product sample (such as social media posts, graphics, or videos created by the candidate), and two references to carina.figliuzzi@mail.house.gov with the subject line “Summer Comms Internship, NAME” Please compile all application materials into one PDF document

MEM-087-22 Representative Mary Gay Scanlon (PA-05) Paid Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample, and two references to Emily.Kastenber@gmail.com with the subject line “Summer Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-085-22 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

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

- Hours = 9am-5pm ET Monday through Friday
- Virtual internship
- Start date = Mid-March

Intern responsibilities include:

- *Compiling press clips by 9:30am ET every morning
- *Social media strategizing for increased growth
- *Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- *Creating graphics for social media, knowledge of Photoshop or Canva preferred
- *Drafting speeches
- *Drafting short newsletters
- *Editing written materials, such as newsletters or press releases
- *Other duties as needed to support the communications team

Please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable). Send to KrishnamoorthiPressInternship@gmail.com.

MEM-084-22 “The Office of Congresswoman Kim Schrier (D-WA-08) is seeking summer **interns** in its Issaquah and DC offices.

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 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. will also have the opportunity to lead tours of the U.S. Capitol, as well as attend hearings and 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.

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 online at <https://schrier.house.gov/services/internships>, or by emailing DistrictInternshipsWA08@mail.house.gov with a cover letter, resume, 2 writing samples, and your preference for the District or DC office. Please apply by March 10, 2022 at 11:59 p.m. ET.”

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.

MEM-078-22 The office of Representative Kai Kahele (HI-02) is currently accepting applications for Summer **interns** in both his Hilo, Hawai‘i and D.C. offices from May to August 2022.

Hawai‘i District Office interns will be asked to answer phones, sort mail, research legislation and stakeholder meetings, assist staff with constituent casework and

outreach activities and perform administrative work as assigned. As a result, interns will have the opportunity to learn about constituent services and the functions of a congressional district office.

D.C. Office interns will be asked to answer phones, research legislation, attend virtual hearings and briefings and draft memos for the Congressman and legislative staff. As a result, interns will have the opportunity to learn about the legislative process and the many other functions of a congressional D.C. office.

Ideal candidates should possess excellent communication skills, a strong attention to detail and the ability to work in a fast-paced environment. We highly encourage college students and recent graduates to apply. Students in high school are eligible to apply for our Summer term. Hawai'i ties are strongly preferred, but not required.

This 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. Women, people of color, LGBTQIA+, unhoused people, and members of other marginalized communities are encouraged to apply.

Interested candidates should apply on the Congressman's website at <https://kahele.house.gov/services/internships>

MEM-077-22 The Office of Congresswoman Madeleine Dean (D-PA-04) is seeking **internship** applicants in the D.C. office for the Summer term.

Summer internships are offered on a full-time and part-time basis from late-May to early-August. The internship will be based out of the Washington, D.C. office. Eligible interns will be paid by the Office of Congresswoman Madeleine Dean unless receiving academic credit for the internship.

Qualified applicants should possess strong verbal and written communication skills, be highly motivated, and have demonstrated interest in public service.

Responsibilities include drafting memoranda, letter writing, constituent correspondence, legislative research, assisting staff with the mail program, supporting communications team with various projects as assigned, and more.

Application materials include a resume, cover letter, and three references (name, phone number, and email address).

Our office is an equal opportunity employer, committed to developing an organization that reflects the diversity of our country. We do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, veteran status, or disability.

We encourage applications from historically underrepresented candidates, including people of color; LGBTQ+ individuals; low-income, first-generation, and non-traditional students; people with disabilities, and women.

To apply, please submit application materials to mdeanhiring@gmail.com. The deadline to apply is March 9, 2022, by midnight.

MEM-076-22 The Office of Congressman Paul Tonko is seeking summer **interns** in its Albany, Schenectady, and DC offices.

Interns will learn from staff to serve the constituents of New York's 20th Congressional district. Our goal is to invest in the next generation of public leaders by providing each intern with a meaningful experience that will enhance their understanding of policy and congressional matters. The 2022 Summer Internship Program will run from May to August, and flexible start and end dates will be considered.

Overall intern responsibilities may include:

- Attending hearings, briefings, and meetings and drafting memos on the matter for legislative staff
- Researching legislation and policy issues
- Offering front-line constituent services; answering phones, drafting written responses to constituents, assessing mail appropriately, and engaging with constituents
- Option to assist the Communications Team in drafting press clips, social media content, and press releases
- Opportunity to take part in congressional outreach
- Participation in hands-on constituent casework
- Any additional opportunities that may arise within the context of a congressional office

Interns are compensated with a maximum stipend of \$2,000 and are able to work on a full-time or part-time basis. Interns in the Washington, DC office are also eligible for a monthly transit benefit towards the Metro and Metrobus. The deadline to apply is Friday, March 25, 2022, and selected applicants will be contacted for an interview the following week by the respective office. Please note that a response is not likely beforehand.

To be considered for an internship, please send your resume, cover letter, and writing sample that speaks to social activism, a passionate policy interest, or a historic or current political event, to one of the following individuals based on your office of interest:

- For internships in the Albany District Office, please email your materials to Connor Giltz at connor.giltz@mail.house.gov.

- For internships in the Schenectady District Office, please email your materials to Cora Schroeter, MBA at cora.schroeter@mail.house.gov.
- For internships in the Washington, DC office, please email your materials to Bayley Connors at bayley.connors@mail.house.gov.

We strongly encourage individuals with ties to New York and those from traditionally underrepresented backgrounds to apply. Rep. Tonko's office is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

MEM-073-22 The office of Congressman Brian Mast is hiring a paid digital **intern** to start as soon as possible.

The preferred candidate will have academic, personal or professional experience with video filming/editing, graphic design, photography and/or social media management. They should also be familiar with Adobe Suite, including Photoshop, Illustrator and Premiere Pro. This is a 3-month long position, ideally for a candidate able to be in the office full time. Other arrangements will be considered for the right candidate.

If interested, applicants are encouraged to send their resume and work samples that highlight their creativity to brianmastpress@gmail.com.

MEM-072-22 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Summer 2022 **internship** program.

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

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

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail,

entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-067-22 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

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

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

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. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.”

No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-063-22 “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Spring 2022 (Internship would run through May 2022) in her Washington DC office.

Intern responsibilities would include assisting with legislative and administrative tasks by conducting research, answering phones, daily operational assistance, among other tasks.

Interested candidates should send a resume and cover letter to FL03.Internships@mail.house.gov (No drop-ins or phone calls).”

MEM-062-22 The office of Congresswoman Rosa L. DeLauro (CT-03) is currently accepting applications for full and part-time paid **interns** for the summer internship sessions in our DC office.

Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support. Interns are also encouraged to attend hearings, lectures, and seminars available in Congress and around the Hill. Congresswoman DeLauro's staff is willing to provide projects specific to the interests of the intern, whenever possible.

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.

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.

How to Apply: The deadline for summer applications is March 31st. If you are interested, please email a cover letter, resume, a brief writing sample (1-2 pages), two references, and a completed application (found at <https://tinyurl.com/5fpw48p6>) to Molly.Opinsky@mail.house.gov.

If you have any additional questions or would like to be mailed an application, please feel free to contact Molly Opinsky in Congresswoman DeLauro's office at (202) 225-3661.

Internships are also available in the Third Congressional District Office for interested students. Please contact Jennifer Lamb in the District Office at (203) 562-3718 for more information.

MEM-060-22 The Office of Congresswoman Ashley Hinson (R-IA-01) is seeking **internship** applicants for the Spring 2022 term.

Interns will have the opportunity to work in a fast-paced environment while gaining knowledge of the federal legislative process and the functions of a

congressional office. Responsibilities include answering phones, conducting legislative research as assigned, attending briefings and hearings, and maintaining the front office.

Successful candidates will demonstrate a high level of professionalism and exceptional written and oral communication skills.

Interns will be expected to work in-person in the Washington, DC, office. Current college students and recent graduates are encouraged to apply. This is a paid opportunity, with positions available to begin immediately. Iowa ties are preferred, but not required.

Interested applicants should apply at <https://hinson.house.gov/services/internships>, or call the Washington, DC, office at (202) 225-2911 for more information.

MEM-059-22 The Office of Congresswoman Angie Craig is currently accepting applicants for paid hybrid summer **internships** in the DC and District Offices.

Summer internships in Rep. Angie Craig's office will be conducted in a hybrid format in accordance with the current public health guidance. Internships will begin no earlier than May 16, 2022 and extend no later than August 31, 2022.

All interns are paid \$15 per hour and provided with all of the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

Interns in the Washington, D.C. office will focus on researching legislation, attending hearings and constituent meetings, answering constituents' phone calls, logging and drafting constituent correspondence, and assisting legislative and communications staff members on various projects.

Interns in the Burnsville office will focus on constituent casework, answering constituents' phone calls, community outreach and research, in-district event planning, and assisting the outreach, casework, and communications staff members on various projects. All interns will have the opportunity to work with staff in both offices over the course of the internship.

As a result, interns will learn about the legislative process, learn about all of the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District. The program is tailored to fit interns' policy interests and career goals.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers, and possess strong

writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship based in Rep. Craig's Washington, D.C. office, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DC Summer Internship Application."
- To apply for an internship based in Rep. Craig's District office in Burnsville, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DO Summer Internship Application."
- If you would like your application to be considered for both offices, please use the subject line "(Last Name) BOTH Summer Internship Application."
- Please include your earliest start date, latest end date, and weekly availability between 8am and 5pm CST in your cover letter.
- Here is a link to an online pdf merger, if needed.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply.

Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For Summer 2022 internships, applications must be submitted no later than 11:59pm on Sunday, April 3, 2022. Late submissions will not be considered nor accepted. If you have any questions regarding the application process, please email craig.internships@mail.house.gov.

MEM-054-22 The Office of Congressman Pete Aguilar will be offering in-person summer **internships** in the DC and District Offices.

Summer internships typically run Monday through Friday, from 9:00 a.m. to 5:00 p.m. Interns will have the chance to experience a congressional office's fast-paced atmosphere and gain valuable work experience. This internship is an excellent opportunity for those interested in public service and the legislative process.

DC Interns will assist with tasks, including answering phones, drafting constituent correspondence, and assisting with media clips. District Interns may be assigned to assist in various constituent casework or work on community outreach and grants related projects. DC Interns will also have the opportunity to attend policy briefings and assist staff with legislative research.

Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail, and the ability to function in a fast-paced environment. Ties to CA-31 and California are strongly preferred.

To apply, please email your resume, cover letter, availability, and office preference (DC or District) to Aguilar.Internships@mail.house.gov.

The deadline for summer submissions is Friday, April 1st, at 11:59 p.m. PT. Interviews will be conducted over the following two weeks. The estimated start date for the internship is June 6th, 2022. If you have any questions regarding the application process, please email Aguilar.Internships@mail.house.gov.

MEM-047-22 The Office of Congressman Pete Aguilar will be offering in-person summer **internships** in the DC and District Offices.

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To apply, please email your resume, cover letter, availability, and office preference (DC or District) to Aguilar.Internships@mail.house.gov.

The deadline for summer submissions is Friday, April 1st, at 11:59 p.m. PT. Interviews will be conducted over the following two weeks. The estimated start date for the internship is June 6th, 2022. If you have any questions regarding the application process, please email Aguilar.Internships@mail.house.gov.

MEM-590-21 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 in Summer 2022. During the COVID-19 pandemic, interns may work remotely.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students.

RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents, COVID-19 permitting
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

APPLICATIONS

Please apply through the internship portal at moulton.house.gov, under the 'Services' tab. If you have trouble accessing the application form, please email grace.curtiss@mail.house.gov.

MEM-589-21 Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs **Fellowship** Program.

This is a full-time, paid foreign policy fellowship for Summer 2022. This opportunity is based on financial need and is only open to candidates who are Pell-grant eligible. The fellowship is in our Washington, D.C. office. Current undergraduate students, recent college graduates, and students currently enrolled in graduate school are eligible.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy.

This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, People of Color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at moulton.house.gov under the 'Services' tab and attach a cover letter and resume. If you have trouble accessing the application form, please email grace.curtiss@mail.house.gov.

If selected, you will be required to submit a FAFSA form. We are accepting applications for Summer through March 15, 2022. Feel free to call our office with

any questions you may have at (202) 225-8020 or email our internship coordinator, Grace Curtiss (grace.curtiss@mail.house.gov).