



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**INTERNSHIP VACANCY LISTING**

**Week of June 26, 2023**

**MEM-324-23** The House Natural Resources Committee Democrats seek full-time **interns** for Fall 2023 (September – December).

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 U.S., and has a passion for working to dismantle these systems.

Primary responsibilities include:

- Assist with administrative duties
- Assist with legislative and policy projects
- Research legislation, regulations, and public law
- Assist with communications and outreach
- Respond to requests for information
- Attend briefings, meetings, and hearings on behalf of staff

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.

To apply, address your application materials to Rachel Jones (Staff Assistant) at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line “HNRC Fall Internship Application – First Name Last Name” by close of business on Friday, July 7, 2023. Include a cover letter, résumé, a short writing sample, and your availability during the Fall Internship timeframe (September – December).

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

**MEM-322-23** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Fall 2023.

\*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 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to [Internship.DelBene@mail.house.gov](mailto: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 July 28, 2023, 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-320-23 PAID Internship Opportunity: Office of Congressman Chris Pappas NH-01**

Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting. The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

**Apply**

To apply for either a DC or District internship, please submit your resume, cover letter, and one short writing sample of no longer than two pages to [Pappas.Internships@mail.house.gov](mailto:Pappas.Internships@mail.house.gov) with “[Last Name] Internship Application – [Season] 2023 [DC/DOVER/MANCHESTER]” in the subject line.

In your email, please also specify your specific start and end dates and times of availability throughout the week.

The deadline for DC Fall applications is Wednesday July 5 at 11:59 pm.

District Fall applications will open Monday July 10 and close Sunday July 28 at 11:59 pm.

Current appropriations law prohibits the use of federally appropriated funds to pay the compensation of U.S. government employees whose post of duty is in the continental U.S. unless that person, generally:

1. Is a U.S. citizen;
2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying, but delays attributable to the processing of the application do not count toward the two-year deadline);

3. Is admitted as a refugee or is granted asylum and has filed a declaration of intention to become a lawful permanent resident and subsequently a citizen when he/she is eligible to do so; or

4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).

See Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, div. E tit. VII, § 704 (2022).

**MEM-318-23** “Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2023 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’re 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, cover letter, and dates of availability to [savannah.coughlin@mail.house.gov](mailto:savannah.coughlin@mail.house.gov) with “Fall 2023 Internship” in the subject line.”

**MEM-317-23** The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate 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 officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and 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. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to [SSCPJobs@mail.house.gov](mailto:SSCPJobs@mail.house.gov), with “Fall 2023 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 unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

**MEM-316-23** The Office of Congressman Robert Garcia (CA-42) is currently hiring for a paid part-time press **intern** position to work in the Washington, D.C. office. The internship will run through late August 2023.

The Press Intern works closely with the communications team. Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media

The ideal candidate must be able to work in a fast-paced environment and have interest in political communications.

All qualified applicants, including 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.

Interested applicants should send a one-page resume, and 2 relevant sample tweets to [sara.guerrero@mail.house.gov](mailto:sara.guerrero@mail.house.gov) and [marissa.davis@mail.house.gov](mailto:marissa.davis@mail.house.gov) with “Full Name –Summer Press Intern 2023” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-315-23** The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Fall 2023 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

#### Internship Dates and Details:

Summer internships are slated to start mid-August and go until the end of November, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, June 30.

To apply: Interested applicants should send their resume and a brief cover letter to:

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship. Include if you are applying for the legislative internship, the press internship, or both.
- [ca37.DOinternships@mail.house.gov](mailto:ca37.DOinternships@mail.house.gov) for Los Angeles office internship
- Use the subject line “First name Last name – Fall 2023 Internship” in your email.

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

**MEM-311-23** "The Washington D.C. Office of Congressman Anthony D’Esposito is looking for highly motivated individuals for their fall **internship** program.

Candidates should be able to work efficiently in high stress, fast moving environments and handle multiple projects at the same time. Duties include answering phones and speaking with constituents, greeting guests in the front office, assisting the legislative and communications teams, and leading constituent tours. Interns will get a unique look behind the scenes of the federal legislative process and will gain valuable public policy experience. Ties to the district are preferred but not required.

Interested candidates should submit their applications to <https://desposito.house.gov/services/internships> for consideration."

**MEM-308-23** “The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this fall.

The fall internship is from August – December 2023 and is open to college students and recent graduates. In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and the contact information for two references to [LBR.Internship@mail.house.gov](mailto:LBR.Internship@mail.house.gov), indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. “DC Fall 2023 Internship – NAME”).

Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please. “

**MEM-304-23** Representative Mary Gay Scanlon (PA-05) Paid Fall 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.Kastenbergl@mail.house.gov](mailto:Emily.Kastenbergl@mail.house.gov) with the subject line “Fall Legislative Internship, NAME” by July 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-303-23** Congresswoman Lois Frankel’s (FL-22) D.C. office seeks **interns** for the upcoming Fall 2023 semester.

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office’s priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should details reasons for applying to the position. A stipend will be given to accepted applicants.

Deadline to apply is Monday, July 10, 2023 by COB (5pm). If 100 applicants have applied, applications will close before the deadline.

Please apply via <https://frankel.house.gov/constituent-services/internships.htm>

If you have any questions please feel free to contact me via email at [amaris.graham@mail.house.gov](mailto:amaris.graham@mail.house.gov)

**MEM-302-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Fall 2023 session. The internship would begin August 21 and last until December 15.



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

Qualified candidates should:

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

North Carolina ties are preferred but not required.

Interested candidates should address their application materials to Katonya Pettaway at [Interns.NC03@gmail.com](mailto:Interns.NC03@gmail.com). Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

**MEM-299-23** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Fall 2023 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/hearings, performing legislative research, and supporting staff members on various projects.

Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov) with the subject "2023 Fall Internship Application – FirstName LastName" by Sunday, July 16th.

**MEM-298-23** DC Digital Production **Intern**

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for the Fall.

**General Information:**

The internship is in-person and based out of our Washington, D.C. office.

Preference will go to applicants available to join us full-time. A financial stipend will be provided.

**Duties and Expectations:**

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter
- Helping maintain and updating the Congressman's website
- Conducting research and providing staff support for the communications team

**Candidates must:**

- Be familiar with Adobe Illustrator or Photoshop \*\*(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability
- Ability to handle multiple tasks on tight deadlines
- Be a team-player

**Submission:**

Questions about the position and any applications should be emailed to [michael.sucheki@mail.house.gov](mailto:michael.sucheki@mail.house.gov)

- Please submit a resume, cover letter, and three or more samples of your digital work
- Please include "Digital Production Intern" in the subject line
- Note that applications will close at 11:59pm July 16, 2023.

**Inclusion Statement:**

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal-opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

**MEM-297-23** 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 Fall 2023. 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. Recent college graduates, and students currently enrolled in graduate school are preferred. Under very rare circumstances the office will also hire undergraduate students.

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](https://moulton.house.gov) under the 'Services' tab and attach a cover letter and resume, or click the link [HERE](#). If you have trouble accessing the application form, please email [kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov).

If selected, you will be required to submit a FAFSA form. We are accepting applications for Fall through July 16, 2023 at midnight. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Kaitlyn Dinh ([kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov))

**MEM-296-23** 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 Fall 2023.

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. A financial stipend will be provided.

#### 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
- 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

Applicants can access the application here. or they can apply through the internship portal at [moulton.house.gov](https://moulton.house.gov), under the 'Services' tab. If you have trouble accessing the application form, please email [kaitlyn.dinh@mail.house.gov](mailto:kaitlyn.dinh@mail.house.gov).

You will need a cover letter and resume to apply, in addition to filling out the online application. We will review applications on a rolling basis, if you are selected for an interview, a staff member will contact you. The application deadline is July 16 at 11:59pm ET.

**MEM-294-23** The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2023 **internship** program.

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

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

**Responsibilities:**

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

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

**MEM-597-22** House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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.

Interested applicants should send a cover letter, resume, and brief writing sample to [housedemjobs@gmail.com](mailto:housedemjobs@gmail.com) with “Legislative Fellow” in the subject line.