



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of January 9, 2023

MEM-010-23 The office of Speaker Emerita Nancy Pelosi (CA-11) is currently seeking candidates for a paid Washington, DC-based press **internship/fellowship**, title commensurate with experience.

The press intern/fellow will work closely with the communications team and responsibilities include compiling daily press clips, media monitoring, drafting coverage memos and other written materials, among other duties. The press intern/fellow will gain valuable Capitol Hill and communications experience, furthering their knowledge of the Congressional media landscape and the legislative process. The press intern/fellow may also assist with answering phones, drafting letters and helping other staff as needed.

The ideal candidate will be detail-oriented and have the ability to digest and summarize complex information, work quickly and efficiently under pressure and multi-task several projects. Strong written and verbal communications experience is required and familiarity with social and digital platforms is recommended. Spanish language skills and San Francisco/California ties are a plus.

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

Interested applicants should send a resume, cover letter and two writing samples to Press.Pelosi@mail.house.gov with "Full Name – Spring Press

Internship/Fellowship” in the subject line. Applications will be reviewed on a rolling basis. Please no calls or walk-ins.

- MEM-008-23 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Spring 2023 and Summer 2023 semesters. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas’s 4th Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

- MEM-003-23 The office of Congressman Ami Bera (CA-06) is currently accepting applications for full-time **interns** for the Spring internship session. Interns are paid a stipend based on availability.

The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Intern duties include, but are not limited to, answering phone calls, attending briefings and hearings, conducting tours of the Capitol building, researching legislation, and drafting memos for the Congressman, constituent correspondence, and various day-to-day office tasks. Applicants should possess excellent written and oral communication, and proficiency in Microsoft Office programs.

If interested, please email a resume and cover letter to Bera.Resume@mail.house.gov. Please indicate in your cover letter that you’re applying for a Spring internship and include your availability.

- 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 with “Legislative Fellow” in the subject line.

MEM-594-22 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the Spring internship session.

The start date would be as early as January 17th (with a flexible start and end date depending on availability). Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you’re applying for a Spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-593-22 Congressman Bill Johnson’s office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2023.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman’s staff. Ohio ties are preferred but not required. A monthly stipend is available.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com.

MEM-592-22 Spring Press **Intern** - Office of Congresswoman Susie Lee (NV-03)

The office of Congresswoman Susie Lee (NV-03) is currently seeking a spring Press Intern to work in the Washington, D.C. office. The press intern will work closely with the communications team in a fast-paced, battleground Congressional office. Interns will gain valuable Capitol Hill experience and a deep understanding of the operations of a House communications/digital team.

Responsibilities will include compiling daily clips, drafting press releases and other written materials, maintaining press lists, assisting with updates to the Member's official social media channels, and collaborating on graphic/creative content. Press interns may also assist with answering phones, drafting letters, and helping other staff as needed.

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 resume, cover letter, one writing sample, and any additional social media/graphic examples that they wish to include to NV03Resumes@gmail.com with "Full Name - Spring Press Intern" in the subject line. Applications will be reviewed on a rolling basis.