

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

Week of December 01, 2025

MEM-358-25

The Office of Congressman Glenn Ivey (MD-04) seeks a paid **Press and Digital Fellow** based in Washington, D.C., to join a fast-paced, collaborative team for Spring 2026. Fellow must be a hard-working individual with demonstrated digital skills and the ability to prioritize multiple tasks at once. Fellowship is full-time for Spring with a monthly stipend.

**Job Functions:**

- Create timely and engaging social media content
- Produce high-quality graphics and videos (including script writing and production)
- Draft press materials like releases and quotes as required
- Work with Chief of Staff and Communications Director to strategize and execute on communications goals
- All other tasks as assigned

**Qualifications:**

- Prior experience in digital communications, including graphic design and video editing
- Strong writing and grammar skills
- Excellent time management and interpersonal communication skills
- Senior year students or recent graduates with degrees in communications-focused majors are preferred

Please send a cover letter, resume, writing sample (2 pages maximum) and 2-3 graphic or video samples in a single pdf to [md04resumes@gmail.com](mailto:md04resumes@gmail.com) with the subject line “Press and Digital Fellow Spring 2026 – Last Name.” Applications will be considered on a rolling basis. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply. Maryland ties are a plus.



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**MEM-357-25**

**Winter 2026 Press Internship**

The Committee on Transportation and Infrastructure Democrats are seeking a motivated and creative full-time winter 2026 Press Intern. The press intern will work closely and collaboratively with a fast-paced communications team. Qualified candidates should have demonstrated graphic design experience, strong writing and social media skills, and a desire to create engaging communications strategies. Knowledge of video editing software is a plus.

**Responsibilities may include:**

- Designing graphics
- Editing and captioning videos
- Drafting social media and e-newsletter content
- Updating the website
- Compiling weekly reports on press and social media results
- Compiling daily press clips in collaboration with the communications team
- Taking photos of hearings and events

Ideally, the internship will run from January through March 2026. To apply, candidates should submit a resume and a writing sample to [TransportDems@mail.house.gov](mailto:TransportDems@mail.house.gov) with "Press Intern" and [First Name] [Last Name] in the subject line. The deadline to apply is December 5, 2025.

This is a full-time, limited term position and offers a monthly stipend of \$3,208. 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.

**MEM-353-25**

The House Democratic Caucus is currently seeking candidates for paid **internships** for the 2026 spring term. Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply.

The internship will offer students and young professionals invaluable experience supporting Members and staff of the House Democratic Caucus. Interns contribute to the daily operations of the office and are expected to act in a dependable and professional manner at all times. The ideal candidate will be detail-oriented, work efficiently under pressure and manage multiple projects at one time. The internships include some physical tasks like lifting and pushing carts as part of event setup and logistical responsibilities. Responsibilities will include:



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- **Press Intern:** Drafting press releases and other written materials, maintaining press lists, and assisting with press events and other Caucus events and meetings. Familiarity in livestreaming and livestreaming software, and fluency in Spanish, is a plus.
- **Digital Intern:** Drafting digital copy for the Caucus official social media channels, collaborating on creative graphic and video content, and assisting with press conferences and other Caucus events and meetings. Familiarity with livestreaming and livestreaming software is a plus.
- **Operations Intern:** Greeting guests, answering phones, monitoring and responding to the Caucus email inbox, assisting with Caucus Meetings and events, supporting office operations, attending briefings and drafting memos, and various day-to-day office tasks.

The House Democratic Caucus 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 a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Interested applicants should submit an application through this form (<https://airtable.com/appgOLFczrtUpbCFJ/pagKurOJcbZqm7Pil/form>) and upload a resume, cover letter and one-paged writing sample. Digital applicants may submit 1-2 digital samples. The internship will run from Monday, January 12 to Friday, May 8, 2026. This internship offers compensation of \$2,400 per month. The deadline to apply for our fall cohort is Monday, December 1, 2025.

## MEM-347-25

The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Spring 2026 session. The internship would begin in January and last until mid-May.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns 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-346-25

**Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. office for the Spring 2026 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office. The Press and Digital Intern will help build out the Congresswoman's digital and social media presence, 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. Press Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues.

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

## MEM-345-25

**Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. and District (Sacramento) offices for the Spring 2026 term. Legislative interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.**

Legislative intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering



constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

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

## MEM-342-25

Spring 2026 Legislative Internship – DC Office of Congresswoman Mary Gay Scanlon

**Applications for Spring 2026 internships will be accepted beginning November 17, 2025 and are due December 9, 2025.**

Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

### ***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 [Madhumita.Gupta@mail.house.gov](mailto:Madhumita.Gupta@mail.house.gov) with the subject line "Spring**



**Legislative Internship, NAME". Please include availability in the cover letter and compile all application materials into one PDF document.**

## MEM-340-25

Representative Seth Magaziner (RI-02) seeks **part-time, paid Spring 2026** interns for his Warwick, Rhode Island office, to start at the beginning of January and go until mid-May.

Duties include, but are not limited to:

- Provides a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs;
- Answers incoming calls with poise, professionalism, and promptness;
- Assists Member and key staff (e.g. Staff Assistant, Press Assistant, Constituent Services Team) with logistical and administrative duties;
- Receives and logs input from constituents on policy matters for the Member office's consideration and response;
- Conducts research, and drafts correspondence and memoranda;
- Assists with planning and execution of Member's public outreach at local events;
- Accompanies district staff to public forums, meetings, and events as a representative to the Member.

Applicants should apply on our website <https://magaziner.house.gov/services/internships>

## MEM-339-25

Congressman John McGuire is seeking motivated and dedicated **interns** to join his DC office for the Spring 2026 semester. Interns in the DC office will have the opportunity to witness the legislative process, engage in the behind-the-scenes operations of Congress, and serve as a vital member of the staff while serving the people of Central Virginia.

Responsibilities will typically include:

- Answering phone calls for our constituents;
- Researching legislation for the Member and legislative staff;
- Attending hearings and briefings;
- Answering constituent letters on various issues before the House;
- Guiding Capitol tours;
- Writing letters, and assisting with office management;
- and other duties.

Qualifications: The ideal candidate will possess exceptional written and oral communication skills, a desire to serve the member's constituents, a degree of



professionalism and an interest in the congressman's issue areas, including national defense and oversight. Virginia ties are preferred but not required. Full-time applicants are preferred.

To apply, please fill out the application form through the website or send a resume and cover letter to the mail listed on the site.

[Internships | Representative John McGuire](#)

## MEM-334-25

Congressman Vicente Gonzalez (TX-34) is seeking highly motivated **interns** to join our Washington, D.C. and District Offices for the Spring 2026 semester.

This internship offers students and recent graduates a unique opportunity to learn about the legislative process and gain firsthand experience serving the people of South Texas.

### DC Office Responsibilities

- Greeting visitors and assisting with front office operations
  - Answering phones and responding to constituent inquiries
  - Drafting and processing constituent correspondence and flag requests
  - Attending briefings and hearings on behalf of staff
  - Conducting legislative and policy research
  - Compiling press clips and supporting the communications team
  - Assisting with special projects and other office duties as assigned
- District Office Responsibilities**
- Answering phones and assisting with constituent inquiries
  - Greeting and assisting walk-in visitors to the office
  - Conducting research to support district events and outreach efforts
  - Attending webinars and community briefings for staff
  - Providing general administrative and logistical support

### Qualifications:

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. District or Rio Grande Valley ties are strongly preferred but not required. Start and end dates are flexible, and the program will run from January through May 2026.

Both full-time and part-time applicants will be considered. Stipends are available to eligible interns and are provided at the discretion of the office and may vary depending on program participation or academic credit arrangements. Apply: Submit a resume and



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cover letter through our online application form:  
<https://gonzalez.house.gov/services/internships>

The deadline for Spring 2026 Internship Applications is December 1.

Please email [TX34DCOfficeMail@mail.house.gov](mailto:TX34DCOfficeMail@mail.house.gov) with any questions and concerns.

**MEM-332-25**

The Office of Congresswoman Sydney Kamlager-Dove (CA-37) will be seeking a **Legal Fellow** for our Washington, DC office for the Spring 2026 term. The Fellow will support the Congresswoman's policy work primarily related to her involvement on the House Judiciary Committee, including civil rights and liberties, government ethics, criminal justice, prison oversight, law enforcement, immigration, antitrust, and intellectual property. The Fellow will also support the Congresswoman's Legislative team with policy research and writing. Applicants are encouraged to apply for school funding.

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 fast-paced, team environment; be detail-oriented and self-starters; and have a general understanding of the US political system.

**Legal Fellow Responsibilities:**

- Policy research and writing
- Draft memoranda and briefs
- Support the legislative team in stakeholder meetings
- Prepare the Congresswoman and members of staff for meetings and hearings with research and administrative tasks
- Work on other administrative tasks and duties as assigned
- Answer phones and assist in correspondence with constituents

The Legal Fellowship slated to start January 2026 and go until late Spring 2026, with some flexibility based on academic schedules. The candidate is expected to work **in-person in the office, Monday-Friday, 9am-5pm (Washington, DC interns and fellows will work until 6pm on days where the House is in session). Unfortunately, we cannot accommodate remote or hybrid internships.**

Our office values open communication, hard work, and creating a collegial environment. We are a fellow with a can-do attitude who are eager to grow. Fellows will have great opportunities to learn from office staff and network with others to make the most of their time with our office!



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Applicants should:

- Compile their resume, a brief cover letter, and weekly hours of availability into **ONE COMBINED DOCUMENT** titled "**First name Last name -- Spring 2026 Legal Fellowship**"
- Submit this document to [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) with the subject line "**First name Last name -- Spring 2026 Legal Fellowship**"
- **Deadline:** December 1, 2025 at 5 pm. Applications will be considered on a rolling basis.

Please reach out our Intern Coordinator, Maite McPherson, with any questions at [Maite.McPherson@mail.house.gov](mailto:Maite.McPherson@mail.house.gov).

## MEM-331-25

The personal office of Congressman Brian Mast (FL-21) is accepting applications for unpaid internships in Washington, D.C. for the **Spring 2026** term. This internship will run from **January through May**, with flexible start and end dates.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, communications projects, legislative research, and drafting correspondence letters.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, possess strong written and oral communication skills, and display strong interpersonal skills. Florida or district ties are not required. The internship schedule is flexible for college students if needed.

Interested applicants should email their resumes, cover letters, availability, and ideal timeframe to [shelly.ballaish@mail.house.gov](mailto:shelly.ballaish@mail.house.gov) and [david.casimes@mail.house.gov](mailto:david.casimes@mail.house.gov). Please use the subject line "**LASTNAME – Spring 2026 Internship.**"

Please note that while Congressman Mast serves as Chairman of the House Foreign Affairs Committee, this internship is within his personal (Florida-based) office, so an interest in the Congressman's domestic legislative priorities and constituent services is essential.

