



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of April 10, 2023

MEM-212-23 Summer Press Intern – Office of Congressman Eric Swalwell (CA-14)

The Office of Rep. Eric Swalwell (CA-14) seeks a press intern for the upcoming Summer 2023 term from May to August. Interns are eligible for a stipend. The ideal candidate will have strong written and oral communication skills, familiarity with graphic design including Canva and Adobe creative suite, and relevant internship experience related to communications, government, or campaigns.

Duties include assisting with editing video clips, creating digital content, developing social media content and helping the team with a variety of projects as needed throughout the week. A strong work ethic, the ability to excel in fast-past environments, and a willingness to assist wherever needed is a must.

Hours are flexible to accommodate students' course schedules; generally, a full-time fellowship would run from 9:00AM to 5:00PM ET. at least three days a week.

This 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. To apply please email resume, cover letter, and two examples of previous digital media or graphic design products to Cassie.Baloue@mail.house.gov with "Press intern" in the subject line.

MEM-205-23 House Natural Resources Committee (Committee) Democrats seek full-time **interns** for Summer 2023 (May - July).

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 aide 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/hearings on behalf of the 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 processes are encouraged to request an accommodation at any time during those processes.

To apply, address your application materials to Professional Staff, Qay-liwh Ammon, at NRD.Internships@mail.house.gov with the subject line "HNRC Summer Internship Application – First Name Last Name" by COB Friday, April 14, 2023. Include a cover letter, résumé, a short writing sample, and your availability during the Summer Internship timeframe (May – July).

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

MEM-204-23 SUMMARY:

The Office of Congresswoman Ayanna Pressley (MA-07) seeks a highly motivated Communications **Intern** to support the Congresswoman's district office from May – September. The Communications Intern supports the office's fast-paced and dynamic communications operation, including content capturing, photographing and livestreaming events, and media monitoring. This position also assists with various administrative duties at the request of the Congresswoman, the District Director, and Deputy District Director.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of digital communications for the Congresswoman;
- Support maintenance of digital and photo archives;
- Capture photos and film videos to use on social media and public facing platforms for community events;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Support on administrative functions of the office such as constituent calls, casework and data entry.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. Experience with digital, graphic design, press, organizing, or advocacy experience is strongly recommended. As a practice as an office, we do not require any pre-requisite degrees. Ties to Massachusetts preferred, but not required.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Experience creating content for social media platforms (Instagram, TikTok, Twitter);
- Experience with photography and/or videography;
- Experience in customer service or advocacy/organizing;
- A commitment to the inclusive and progressive values of the office;
- Ability to work cooperatively and courteously with others.

WORKING CONDITIONS:

- 20 hours weekly, divided between the Boston District Office and community events in the MA 7th.
- Intern must be able to travel within Massachusetts 25% of the time
- Noise levels in the office are usually moderate
- Ability to work in small a workstation without an expectation of privacy.
- Proof of COVID 19 vaccine & booster is required prior to start date.
- This role is based in Boston, MA in the Congresswoman's District office.

COMPENSATION & QUALIFICATIONS:

Our office is committed to building a team with diverse lived and professional

experience that well equips our team to serve the Massachusetts 7th. Candidates are encouraged to apply and describe in their cover letter how their experience translates to the needs of the office and the role. Ties to the MA 7th are considered but not required. Intern candidates must be at least 18 years old. While we are happy to sponsor course credit when available, enrollment in a higher education institution is not required. All internships in our office come with a stipend of \$18/hour, paid at the close of each month. Program runs mid-May to early September. Schedule can be negotiated to accommodate school commitments if relevant.

HOW TO APPLY:

Please send a cover letter, resume, 3 references and digital/communications portfolio (optional) to intern.pressley@mail.house.gov, subject line “Communications Internship Boston Summer 2023” no later than May 1st 2023..Please do not call or stop into the office. If you have any questions or would like to submit a recommendation for a candidate, please email.

MEM-190-23 Congressman Dan Goldman offers **internships** in both his Washington D.C. and District Offices in Manhattan and Brooklyn.

To apply, please submit your resume, cover letter, and a short writing sample as one PDF at <https://goldman.house.gov/services/internships>

We are proudly an office that is an equal opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression.

Special consideration will be given to candidates with ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Summer Priority Application Deadline: Monday, April 3rd at 5pm. Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Answering phones
 - Batching emails and drafting responses to constituents
 - Assisting staff with events
 - Researching legislation and legislative ideas
 - Giving Capitol Tours if in DC
 - Assisting with resolving constituent issues with federal agencies (casework) in NYC
 - Attending briefings and hearings for staff and drafting memos about them
- Applicant Requirements
- Effective communication skills for verbal and written correspondence
 - Effective teamwork skills and the ability to support the needs of multiple team

members and leaders in the office

- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills including the ability to prioritize, and track work status
- Attention to detail
- Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

Additionally, Interns and Law Clerks, depending on their location and specialization will assist with casework/constituent services, press or legislative assignments where needed.

MEM-188-23 DC Office – Summer Internships

The DC office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid and unpaid summer internships (June - August 2023). The DC office offers two types of internships:

Legislative Internships

Legislative Interns assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman's legislative agenda.

Press Internships

Press Interns assist the communications staff by compiling clips, drafting social media posts and press releases, creating digital content, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

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Ideal candidates for these internships possess strong communication skills, an excellent attention to detail, an ability to succeed in a fast-paced workplace, and a good sense of humor. Ties to Washington State are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to WA10resumes@gmail.com with "DC Summer Internship-[LAST NAME]" in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Tuesday, April 18, 2023, at 5 PM PT, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity,

national origin, sexual orientation, marital status, disability, genetic information, age, military service, or another non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

MEM-186-23 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. This internship would start immediately and last until early May 2023.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns 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, 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. This will be an in-person internship. Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>

MEM-178-23 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Summer 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Our interns have the opportunity to work either in person or virtually, but preference will be given to applicants who can commit to working in person. Interns are paid via a monthly stipend.

The Office of Congresswoman Moore is an equal-opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and one short writing sample to WI04DC.Internships@mail.house.gov. Additionally, applicants should

indicate their availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, April 21st, 2023.

MEM-174-23 The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a paid Spring 2023 **internship** in her Washington D.C. office.

Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, and assisting with communications tasks. The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

Ideal candidates will be team-players who have a strong work ethic, quality written and verbal communication skills, possess a positive attitude and a commitment to exceptional constituent service. Florida ties are preferred but not required.

Interested candidates should submit their cover letter, resume, and writing sample to Hannah.So@mail.house.gov.

MEM-172-23 Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated press/digital **intern** to work in person in the Washington, DC office for the summer 2023 session.

Press/Digital Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press releases, talking points and other written materials, answering phones, and sorting mail.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual and have strong writing and editing skills. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a full time position that offers a monthly stipend.

Please submit your application with a one-page writing sample and graphic design sample (if applicable) to meeks.house.gov no later than Friday April 14th at 5 PM.

MEM-171-23 Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic highly motivated legislative **intern** to work in person in the Washington, DC office for the summer 2023 session.

Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff. This includes attending congressional hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a full-time position that offers a monthly stipend.

Please submit your resume, cover letter, up to 2-page writing sample to meeks.house.gov, no later than Friday April 14th at 5 PM.

MEM-166-23 Rep. Frost Internship

In the Washington, D.C. and district offices, internships run throughout the fall, spring or summer semesters for college students. Students gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but generally run 9:30 am to 4:30 pm, 5 days a week.

In Washington, D.C., interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Undergraduate students, recent college graduates and district ties preferred. Women and minorities are encouraged to apply.

Interested applicants should apply via <https://frost.house.gov/services/internships>. Cover letters should detail reasons for applying to the position. A stipend will be given to accepted applicants. Deadline to apply is April 15, 2023.

MEM-144-23 Congresswoman Brittany Pettersen's Washington DC and District offices are seeking paid congressional interns for Summer 2023. The internship is in-person and will run from late May to August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

This internship provides students a firsthand understanding of the functions of a congressional office and the legislative process. Intern responsibilities vary but include answering phones, sorting mail, researching legislation for the Member and legislative staff, attending hearings and briefings, giving tours of the Capitol building, and drafting press releases and constituent letters on various issues. Additionally, the office encourages and will facilitate networking opportunities for interns and staff members.

Internship hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 6:00 p.m. EST in the DC office, and 9:00 a.m. to 6:00 p.m. MT in the District office. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are prioritized. Internships are eligible for a paid monthly stipend.

To apply for the DC position, please send an email with your resume, cover letter and writing sample to Hannah.illathu@mail.house.gov with "[Your Last Name] Summer 2023 DC Internship" in the subject line. For the district position, please send an email with your resume, cover letter and writing sample to David.clark@mail.house.gov with "[Your Last Name] Summer 2023 District Internship" in the subject line. Please include dates of availability in your submission.

If submitted after April 15th, applications will only be considered on a rolling basis.

MEM-143-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for Summer 2023.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-133-23 Summer 2023 **Internship** Position:

The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented internship experience in the DC District Office.

District Intern responsibilities include answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the

District Director. As a result, the intern will learn about the important functions of our impactful District office.

The term of this internship will be from June 2023---August 11th, 2023. The internship is paid full-time internship, interns must work at least 30 hours a week, and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, writing sample, and at least one reference to norton.casework@mail.house.gov.

The deadline to apply is 9:00 am EST, Tuesday, April 11th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-054-23 Summer **Intern** (Paid) - Congresswoman Kay Granger's (TX-12) Congresswoman Kay Granger's Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line "Summer 2022 Internship" to Jerome.Vainisi1@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

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.