



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of November 1, 2021

MEM-484-21 Press Internship (full-time, in-person)

The House Democratic Caucus seeks highly motivated Press interns to work full-time, in-person in a fast-paced leadership office. Responsibilities include compiling daily press clips, drafting preparation materials for media hits and assisting with press-related events. The interns will report directly to the Press Assistant.

The term of this paid internship will be from January to May 2022. Applicants must be able to work in Washington, D.C. Ideal applicants will be able to write, edit and proofread under tight deadlines, handle multiple assignments simultaneously and stay on top of the news.

To apply, please send one PDF file including your resume, cover letter, one writing sample and three professional references to CaucusInternResume@mail.house.gov with the subject line: "INSERT YOUR NAME Press Spring 2021 Internship Application."

Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply.

The deadline to submit application is Friday, November 12, 2021 at 5:00 p.m. ET. Absolutely no phone calls or drop-ins please.

MEM-483-21 Operations **Internship** (full-time, in-person)

The House Democratic Caucus Office is seeking motivated, detail-oriented Operations interns to work full-time, in-person in a fast-paced leadership office.

Intern responsibilities include:

- Managing front desk and phones;
- Provide assistance and support to Democratic Member offices;
- Support with caucus led event planning and logistics;
- Maintain and track office expenses;
- Interdepartmental projects as assigned.

The term of this paid internship will be from January to May 2022. Applicants must be able to work in Washington, D.C. Ideal applicants must have a professional and positive attitude, strong research and writing skills, a detail-oriented work ethic, demonstrated knowledge of the House Democratic Caucus Members, problem-solving skills and proficiency with Excel and other PC programs.

Qualified applicants should send one PDF file including their resume, cover letter and three professional references to CaucusInternResume@mail.house.gov with the subject line “INSERT YOUR NAME Operations Spring 2022 Internship Application.”

Women, minorities, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply.

Deadline to submit applications is Friday, November 12, 2021 at 5:00 p.m. ET. No drop-ins or calls please.

MEM-482-21 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for the spring of 2022.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are encouraged but not required.

Please send resume, cover letter, and a letter of recommendation to Vanessa.Schoning@mail.house.gov or apply online at <https://titus.house.gov/>.

MEM-481-21 The office of Congressman Mondaire Jones (NY-17) is currently accepting energetic and self-motivated **interns** in the Washington D.C. and White Plains offices for the Spring 2022 session. This is an in-person internship. High school students will not be considered. All interns are paid at \$15 per hour.

Preferred candidates should possess excellent communication and customer service skills, a strong attention to detail, and a good sense of humor. Primary responsibilities will include processing digital mail, answering phones, attending briefings, performing legislative research and analysis, drafting memos, intaking casework, and other tasks. District ties are preferred, but not required.

Interested applicants should complete and submit this application form. The application requires a resume, cover letter with start/end date and hourly availability, and a one-page writing sample compiled in a single PDF. The deadline to submit applications for the Spring 2022 session is 11:59 EST on Sunday, November 14th, 2021.

Individuals selected for an interview will be contacted. No phone calls, follow ups, or drop ins, please. Candidates from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply.

Interested applicants can also visit Congressman Jones's website to apply: <https://jones.house.gov/services/internships>

MEM-479-21 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Winter 2022 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. Please no calls.

MEM-477-21 Rep. Katie Porter (CA-45) seeks highly motivated undergraduates and recent graduates for her DC office spring **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 "Spring DC Internship" in the subject line.

The deadline for submission is Friday, November 12th.

MEM-473-21 The office of House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law Ranking Member Ken Buck (CO-04) seeks a paid Legal **Intern** for the Spring 2022 term. The fellowship will begin in early January and end in April, but individual circumstances affecting these dates may be considered.

Responsibilities will include:

- Conducting research on antitrust proposals and existing antitrust frameworks, including assessments of the economic and legal implications thereof;
- Developing memos for the Ranking Member;
- Researching and preparing hearing materials, including questions, witness backgrounds, and topics;
- Meeting with stakeholders in the antitrust, technology, and related fields; and
- Other duties as required.

Qualified applicants will have excellent legal research and writing skills and have an interest in antitrust law. Candidates are strongly preferred to have a legal journal membership.

To apply, applicants should email their resume and a 5 to 10-page writing sample to LegalFellow.Buck@mail.house.gov with the subject line "Spring 2022 Legal Internship". Please include all attachments as PDFs. Applications submitted after November 5, 2021 will not be considered.

MEM-472-21 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Spring of 2022.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered.

The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Allie Woodward at internships.co04@mail.house.gov with the subject line "Spring 2022 Internship."

Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible). The application deadline for this position is November 15, 2021. The internship will begin in early January and end in April or May, depending on individual circumstances.

MEM-471-21 "A Conservative Congressman from Colorado is currently seeking candidates for a paid **internship** for the 2022 Spring semester in our Washington D.C. office.

Interns will assist the legislative staff by conducting research, answering phones, assisting with social media, and helping with administrative tasks. Interns will also greet constituents and should be team-oriented and have strong communication skills.

This internship provides a truly unique opportunity to gain experience in a fast-paced office on Capitol Hill. Qualified candidates should submit a resume and cover letter to CO05internship@mail.house.gov with the subject line with "Spring Internship". Colorado ties not necessary but preferred."

MEM-468-21 The Office of Congressman Ted W. Lieu (CA-33) is now accepting applications for our Spring 2022 **Internship** program in the Washington, D.C. office. This will be a remote internship.

Candidates should be well-organized, responsible, reliable, and possess excellent oral and written communication skills. In addition, a qualified candidate will be generally knowledgeable of legislative issues and current events. Duties will include answering phones, researching legislation, giving Capitol tours, attending hearings and briefings, and assisting the Member and legislative staff with

various projects. California and/or 33rd District ties are preferred, but not required.

Interested candidates should send all of the information listed below in an email to the D.C. intern coordinator at lieu.staff@mail.house.gov with "Spring 2022 Legislative Internship Application" as the subject line.

The deadline for Spring applications is Friday, November 12, 2021 at 11:59pm ET. Please call the Washington office at (202) 225-3976 with any questions or concerns.

- Cover letter
- Resume
- Brief, 1-2 page writing sample
- A list of two professional or academic references. Letters of recommendation are not required.
- Internship term you are applying for (Spring, Summer, or Fall) and your availability during that time, presented as days and hours during the week in Eastern Time.

MEM-467-21 U.S. Representative David N. Cicilline is seeking part-time, remote legal **interns** for the spring 2022 semester to work with his legislative team.

Interns will work closely with the office's Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, and providing other assistance as needed. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women's issues/reproductive rights.

This internship is open to current 2L and 3L law students in good academic standing. Students must be able to receive academic credit for the internship and are expected to work 2-3 days per week. This position will be completely remote but will entail frequent communication and collaboration with Legislative Counsel and other staff.

Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply. To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com.

Please send all application documents in a single PDF file and include "Legal Intern Application" in the subject line.

MEM-466-21 The office of Congressman Josh Harder (CA-10) is currently accepting applications for paid spring **internships** which will run from the beginning of January to April.

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, November 14, 2021. 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 - Spring.”

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-465-21 Congresswoman Kat Cammack (R-FL-03) is seeking a Press **Intern** for Spring 2022 in her Washington, D.C. office.

The Press Intern will have the opportunity to observe the inner workings of a congressional office while gaining firsthand knowledge of and participating in a congressional communications operation.

Responsibilities include, but are not limited to, drafting morning news clips, developing graphics and other digital content, assisting Communications Director and Press Secretary with executing an aggressive communications agenda, and performing traditional intern responsibilities and constituent services.

Ideal candidates will have a strong work ethic, work well under pressure, be detail-oriented, and possess a positive attitude. Candidates with communications experience, including digital media and strong writing skills are preferred.

Experience with Canva and Adobe Suite (Photoshop, InDesign and Premiere Pro) are a plus. Undergraduate students and recent college graduates are preferred; ties to Florida and/or FL-03 are a plus. Academic credit is available for qualifying students.

Interested candidates should email, with “DC Press Intern Spring 2022- First & Last Name” in the subject line, their resume, cover letter, two references, social media handles, brief writing sample, and examples of their digital and design work to fl03.internships@mail.house.gov. Deadline to apply is November 19th.

MEM-464-21 Congresswoman Kat Cammack (FL-03) is seeking **interns** for Spring 2022 in her Washington, D.C. office. Interns will have the opportunity to observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process.

Responsibilities include, but are not limited to, answering phones, leading Capitol tours, assisting staff with legislative projects, and performing other office tasks as assigned.

Ideal candidates will have a strong work ethic, work well under pressure, be detail-oriented, and possess a positive attitude. Undergraduate students and recent college graduates are preferred; ties to Florida and/or FL-03 are a plus. Academic credit is available for qualifying students.

Interested candidates should email, with “DC Intern Spring 2022-First & Last Name” in the subject line, their resume, cover letter, two references, and social media handles to fl03.internships@mail.house.gov. Deadline to apply is November 19th.

MEM-463-21 Office: Congressman Tom Reed (NY-23)
Position: **Internship**

Description: The Washington D.C. office of Congressman Tom Reed is currently seeking full time interns for the Spring 2022 semester. Ideal candidates should be professional, dependable, and possess strong communication skills.

Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearings and briefings, and other legislative projects.

Internships are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and

be interested in learning more about the legislative process. Interested applicants should send their resumes and cover letter with the subject line “Spring 2022 Internship” to Hannah.Genovese@mail.house.gov

Requirements: Please e-mail a resume and cover letter including desired start date and availability

Email to send resume (and other items if applicable)
to: hannah.genovese@mail.house.gov

MEM-462-21 “A Conservative Midwestern Member of Congress is seeking candidates for a paid **internship** in our Washington, DC office for the Spring 2022 semester.

Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about our country’s legislative process. Responsibilities include answering phones and constituent letters, researching legislation, attending hearings and briefings, leading Capitol tours, and providing administrative support to the office. This position is full-time and in the office.

Interested candidates should email their resume, cover letter, dates of availability, and two references to gopmidwestjobs@gmail.com no later than Friday, November 26th.”

MEM-461-21 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Winter 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 and briefings for the legislative 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. Please also state any ties you have to Washington state and/or to the 1st Congressional District.

The deadline to submit applications is November 11, 2021 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-460-21 The Office of Congressman Pete Aguilar will be offering in-person **internships** in both DC and District Offices.

The hours are flexible to accommodate students' course schedules but generally run 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.

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 fall submissions is November 11, 2021, at 11:59 p.m. PT. Interviews will be conducted from November 16-23. The estimated start date for the internship is January 10th, 2022. If you have any questions regarding the application process, please email Aguilar.Internships@mail.house.gov.

MEM-457-21 The Washington, D.C. office of Congresswoman Cindy Axne (IA-03) is seeking a Press/Digital **Fellow** to assist with a fast-paced communications operation in the spring of 2022.

Primary duties for the Fellow would include drafting daily social media content (across all four major social media platforms), designing graphics and video products, writing and editing office communications, providing research for op-eds and press releases, compiling daily press clips, and other duties as needed by the office.

Candidates with experience in digital content creation and video editing (Adobe Creative Suite, Canva, or equivalent digital creation products) are strongly encouraged to apply.

The fellowship is paid, and the ideal candidate will be available from January to April.

The office is an equal opportunity employer and doesn't discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Iowa ties are a plus.

Interested applicants should send a cover letter and resume to ian.mariani@mail.house.gov, with the subject line "Press Fellow."

MEM-456-21 Congresswoman Cindy Axne is seeking **interns** in her Washington, D.C. office for the 2022 Spring semester.

Interns will assist staff members with administrative, legislative and communications work. Typical intern duties include answering constituent calls, opening and sorting constituent mail, giving tours, etc. along with working with the Congresswoman and her staff on research and legislation.

Internships are open to undergraduate students and recent college graduates. Preference is given to applicants with Iowa or Midwestern ties. A stipend will be provided to eligible individuals.

To apply, please visit our website at: <https://axne.house.gov/services/internships>

MEM-454-21 The Office of U.S. Representative Anthony G. Brown (MD-04) is currently seeking applicants for an **internship** in our Washington D.C. office.

Interns will have the opportunity to interact with constituents, give tours of the US Capitol, gain knowledge of the legislative process, engage with the communications team and to see firsthand what it takes for a congressional office to run.

We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting. The ideal candidate possesses 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 an interest in politics is a must.

Hours are Monday through Friday, 9:00 AM – 5:00 PM. (40 hours). Monthly stipends are available to full time interns unless they are sponsored by an outside organization or are planning to receive academic credit for the internship.

JOB RESPONSIBILITIES:

Students that are interested in interning our Washington D.C. office will have some of the following duties:

- Answering phone calls
- Data assembly and entry
- Assisting the Legislative Team with projects
- Assisting with the research and writing of constituent correspondence
- Researching issues or agency policies
- Assisting with mailing projects
- Other projects as assigned

If interested, please send a resume, cover letter, short writing sample, and (2) references to Amiri.Hill2@mail.house.gov, and indicate spring 2022 internship in the subject.

If you have any questions about the internship opportunity program at The Office of U.S. Representative Anthony G. Brown (MD-04), please contact Amiri Hill at Amiri.Hill2@mail.house.gov or 202.225.8699.

MEM-453-21 The Office of Rep. Lori Trahan is currently accepting applications for our Spring 2022 **Internship** program! District ties are preferred but not required.

Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply.

Internship hours can be flexible to accommodate students' course schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions.

Spring 2022 Application deadline: November 21, 2021

General Internship

In Washington, D.C., interns' responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Press Internship

In Washington D.C., press interns assist the driven press team. Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office.

Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

District Office (Located in Lowell, MA)

In the District, intern responsibilities include answering phones, answering constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain a comprehensive knowledge of Massachusetts' 3rd District, as well as the services the District Office provides.

Internship hours can be flexible to accommodate students' course schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions.

To Apply

You may only apply to one office each session. Previous applicants are encouraged to re-apply. All applications must be submitted through the online application: <https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to the following:

D.C. Office-General Internship & District Office Internship: Jacky Alvarado (Jacqueline.Alvarado@mail.house.gov)

D.C. Office-Press Internship: Yael Sheinfeld (Yael.Sheinfeld@mail.house.gov)

The office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

MEM-447-21 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic applicants for legislative **internships** in the Washington, DC office for the Spring of 2022.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing

preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available beginning in January, 2022. To apply, please send a resume, cover letter, and brief writing sample to Caitlin.Reedy@mail.house.gov with the phrase “Internship Application” in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-446-21 The Office of Congressman Ami Bera, M.D. (D-CA) seeks professional, hardworking, and enthusiastic students or recent graduates for a winter/spring 2021 hybrid in-person/remote congressional **internship**.

Interns will answer phone calls, attend briefings and hearings, research legislation, draft policy memos, compile press clips, help with constituent relations, and assist with front office operations. Applicants should possess excellent written and oral communication, and proficiency in Microsoft Office programs. A stipend is available for eligible interns. District or CA ties preferred .

Please send resume and cover letter to bera.resume@mail.house.gov. Please indicate availability in your application.

MEM-444-21 U.S. Rep. Lloyd Doggett (D-Texas) seeks **interns** for his Washington office in the spring. Texas connections a plus.

Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Spring Internship Application. No drop-ins please.

MEM-442-21 Legislative **Internship**

The Office of Congresswoman Madeleine Dean (D-PA-04) is seeking legislative interns for the spring term. Spring internships are offered on a full-time and part-time basis from mid-January to early-May. Interns will receive a stipend from the office of Congresswoman Dean unless they are already receiving credit/stipend through a third party. The internship will be based out of the Washington, D.C. office. Intern responsibilities include:

Qualifications:

- Strong verbal and written communication skills
- Highly motivated
- Demonstrated interest in public service
- Ties to Pennsylvania’s 4th District are a plus

Responsibilities:

- Draft memos for meetings, hearings, and briefings

- Assist with sorting constituent mail, and drafting response letters
- Research daily press clips
- Conduct Capitol tours for constituents
- Conduct legislative research and complete legislative assignments
- Learn about the legislative process and the functions of a congressional office

Application Materials:

- Resume
- Cover letter
- Three references

Please submit application materials to mdeanhiring@gmail.com. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. The deadline to apply is November 5, 2021, by midnight.

MEM-441-21 Press Internship

The Office of Congresswoman Madeleine Dean (D-PA-04) is seeking a press intern to assist with a fast-paced communications operation based with her Washington, D.C. office.

Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Interns will receive a stipend from the office of Congresswoman Dean unless they are already receiving credit/stipend through a third party.

Intern responsibilities include:

- Social media content development
- Compiling press clips
- Creating newsletters
- Clipping videos
- Creating graphics
- Drafting press releases

Application Materials:

- Resume
- Work samples

Please submit application materials to mdeanhiring@gmail.com. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is November 5, 2021, by midnight.

MEM-437-21 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns for the upcoming Spring 2022 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: 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 a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position as well as availability. A stipend will be given to accepted applicants.

Deadline to apply by is November 3rd, 2021. A minimum of 25 hours per week is required. All materials must be submitted to Joelle.Lawrence@mail.house.gov

MEM-435-21 The Office of Congresswoman Susan Wild (PA-07) is seeking full or part-time **interns** to assist her legislative and press teams in Washington, D.C. for Winter/Spring 2022.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January. Intern responsibilities include answering constituent phone calls, compiling press clips, and assisting staff with projects in a wide array of issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

TO APPLY, please e-mail a resume and cover letter including policy areas of interest, desired start date, and availability to wildinterns@gmail.com. Applications will be considered on a rolling basis; deadline to apply is Monday, November 22, 2021.

MEM-434-21 The office of House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law Ranking Member Ken Buck (CO-04) seeks a paid Legal **Intern** in their first or second year of law school for the Spring 2022 term. The fellowship will begin in early January and end in April, but individual circumstances affecting these dates may be considered.

Responsibilities will include:

- Conducting research on antitrust proposals and existing antitrust frameworks, including assessments of the economic and legal implications thereof;
- Developing memos for the Ranking Member;
- Researching and preparing hearing materials, including questions, witness backgrounds, and topics;

- Meeting with stakeholders in the antitrust, technology, and related fields; and
- Other duties as required.

Qualified applicants will have excellent legal research and writing skills and have an interest in antitrust law. Candidates are strongly preferred to be in the top 30 percent of their class or have law review or a legal journal membership.

To apply, applicants should email their resume and a 5 to 10-page writing sample to LegalFellow.Buck@mail.house.gov with the subject line “Spring 2022 Legal Internship”. Please include all attachments as PDFs. Applications submitted after November 5, 2021 will not be considered.

MEM-433-21 Congressman Conor Lamb (PA-17) has openings for full and part-time congressional **interns** for his Washington, D.C. office during the Spring of 2022.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January, and a preference for those who can stay at least three months. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting staff with projects in diverse issue areas.

Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties and customer service experience are strongly encouraged to apply. There is a stipend and transit benefits available for qualifying candidates.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov.

MEM-432-21 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07) is seeking full-time and part-time paid **interns** for the Spring 2022 term. This is currently a hybrid in-person/remote position that is subject to change based on CDC guidelines.

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.

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, short writing sample, three references, and availability to Diego.Sanchez@mail.house.gov with the subject “First Name.Last Name Internship Application.” Applications will be accepted on a rolling basis until Sunday, November 29th. Incomplete or late applications will not be accepted.

MEM-431-21 District Office – Spring Internships

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, in-person/remote spring internship (January-May).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to WA10resumes@gmail.com with “WA10 District Office Intern” in the subject line. The deadline for applications is Friday, November 19, 2021. Applicants are encouraged to submit their application early.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants are encouraged to apply. Please no unsolicited phone calls or drop ins.

MEM-430-21 DC Office – Spring Internships

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid spring internships which will run from January to May.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content and working with the press team to devise media strategies and bolster the office's communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Washington State ties 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 "WA10 DC Spring Internship" in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Friday, November 19, 2021 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 Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop ins.

MEM-429-21 Representative Bruce Westerman (AR-04) is seeking paid full-time and part-time **interns** for his congressional office in Washington D.C. for the Spring of 2022.

Intern responsibilities will include answering phones, writing constituent letters, researching legislation, attending hearings and briefings, and giving Capitol Tours if the Capitol re-opens to visitors during the internship. As a result, interns will learn about the legislative process and the various functions of a congressional office.

The office hours are 9:00 a.m. to 6 p.m. Monday through Friday. Applicants should be at least 18 years of age before the start of their internship and must be a U.S. Citizen or living in the U.S. legally.

To apply for this internship, please submit your resume, cover letter to ar04internship@gmail.com by November 19, 2021, with Spring 2022 in the subject line.

MEM-428-21 The Rochester, NY Office of the Representative Joseph Morelle is currently accepting applications for a Spring 2022 **internship**.

Interns will be asked to draft correspondence to constituents, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability to Marissa.Kaiser@mail.house.gov with “NY-25 Spring 2022 Internship” in the subject line. Pending restrictions due to the COVID-19 pandemic, this internship will be virtual.

The deadline for this internship is Friday, November 5th at 5:00pm, but students are encouraged to submit their application early.

MEM-427-21 The Washington D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid **internship**.

Interns will be asked to research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, dates of availability, and whether or not applicant will be D.C. based for the Spring 2022 semester in a PDF format to Marissa.Kaiser@mail.house.gov with “NY-25 Spring 2022 Internship” in the subject line.

This internship will be virtual with the possibility of an intern coming into the office, therefore, D.C. based applicants are preferred. The deadline for this internship is Friday, November 5th at 5:00pm, but students are encouraged to submit their application early.

MEM-426-21 The office of Congresswoman Susie Lee is seeking Spring **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful

candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player.

Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend. Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Spring Intern” in the subject line. No phone calls or walk-ins please.

MEM-420-21 The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the spring 2022 semester 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 send a resume, cover letter, and writing sample in PDF format to MD01jobopenings@mail.house.gov and include “Harris Internship – Spring 2022” in the subject line. No phone calls please.

MEM-419-21 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 Spring 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-418-21 The Democratic Staff of the Committee on Science, Space and Technology seeks full-time and part time, paid **interns** for Spring 2022. Interns are asked to work with staff to help prepare for committee hearings and markups and will work on substantive research and oversight projects in addition to press matters.

Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Internship Description/Duties:

This position will be a combination of telework and in-office work as safety and logistics permit. Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function.

Typical Intern Duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee's jurisdiction.

Qualification/Skills:

Candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should visit the Committee's website at <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

MEM-417-21 The Office of Congressman Paul Tonko (NY-20) is seeking candidates for Spring **internships** in our Washington, D.C. and Albany offices.

Interns will work with legislative and casework staff to learn about all operations of a congressional office. Applicants should have strong oral and written communication skills, as well as be passionate about public service, eager to learn, and detail oriented. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Responsibilities may include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and staff
- Attending hearings and briefings

Stipends are offered in accordance with availability. Applications will be considered on a rolling basis through Friday, November 19.

To apply for an internship in our Washington, D.C. office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Bayley Connors at bayley.connors@mail.house.gov by November 19, 2021 with the subject line, "Spring Internship: DC".

To apply for an internship in our Albany office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Bayley Connors at bayley.connors@mail.house.gov by November 19, 2021 with the subject line, "Spring Internship: Albany".

MEM-415-21 The Office of Congressman Mark Pocan (D-WI) is seeking a full-time in-person **intern** in the Washington D.C. office to begin as soon as possible.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Maura.Haydin@mail.house.gov with "Pocan Internship - Fall 2021" in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

MEM-414-21 The Office of Congressman Mark Pocan (D-WI) is seeking full-time in-person **interns** in the Washington D.C. office to begin in January.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending

virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Maura.Haydin@mail.house.gov with “Pocan Internship - Spring 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>.

MEM-413-21 The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Spring 2022 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, facilitating committee operations and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include “HFAC Internship Application – Spring 2022” in the subject line of the email.

MEM-412-21 The office of Representative Kai Kahele (HI-02) is currently accepting applications for Spring **interns** in both his Hilo, Hawai‘i and D.C. offices from January to May 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 only 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>. The deadline for applications is Friday, November 26 at 5:00pm EST. Applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

MEM-406-21 Congresswoman Lisa Blunt Rochester is currently seeking energetic and self-motivated **interns** for her Washington, DC and Wilmington offices for the Spring 2022 term. This is a paid internship. This is currently a hybrid in-person/remote position that is subjected to change based on CDC guidelines.

Preferred candidates should possess excellent communication skills, a strong attention to detail, strong writing skills, a passion for public service, and a good sense of humor.

Primary responsibilities 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. Delaware ties are preferred, but not required.

This office is an equal opportunity employer. Interested candidates should send a resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and 2 references to LBR.Internship@mail.house.gov, indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Spring 2020 Internship." Applications are due on November 30th, 2021

MEM-403-21 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking an **intern** for winter 2021. This is a hybrid position—hours can 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. Interns will work for 10-16 weeks (December-April). Applications are reviewed on a rolling basis.

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-398-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks motivated and reliable students to fill remote digital/press **intern** positions for the fall and the spring. A public health background is a bonus, but not required.

Selected candidates will be responsible for both press and digital duties. Digital and press responsibilities include but are not limited to, developing a social media calendar and crafting daily social media content, clipping videos, designing graphics, manual photography, editing short videos, monitoring social media, compiling press clips, editing and compiling media lists, conducting press research, and performing other press and administrative tasks as necessary, particularly on hearing days.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, and Cision, as well as compiling and interpreting social media analytics. Positions require attention to detail, strong writing skills, creativity, and a willingness to learn.

Positions report to the communications director. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and portfolio to SSCCJobs@mail.house.gov.