



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of September 3, 2024

MEM-376-24 The Office of Rep. Abigail Spanberger (VA-07) is seeking a short-term **Foreign Affairs Fellow**. This is a paid fellowship opportunity that would begin in September and end mid-to-late December. The Foreign Affairs Fellow would support the Congresswoman's work on foreign affairs, armed services, defense, and intelligence.

The fellowship is ideal for candidates who have recently finished a graduate program in international affairs or security studies, or have some prior work experience in these issues and are looking to make a career transition or "try out" working on Capitol Hill. Current graduate students who are able to work during business hours will also be considered. Candidates with prior Capitol Hill experience will also be given strong consideration, but Capitol Hill experience is not required for this role.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

Fellows will be provided with a monthly stipend. For Fellows who are able to work full-time (40 hours per week), the stipend will be \$3,200/month. The office will also consider candidates able to work slightly less than full time (e.g. 30 hours per week), at a pro-rated monthly stipend amount.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Foreign Affairs Fellow – [Last Name]” as the subject line. Please include in your cover letter your availability (preferred start and end dates, and hours per 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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

MEM-367-24 Rep. Troy Nehls (TX-22) Seeks full time **Interns** for Fall 2024

Congressman Troy E. Nehls’ (TX-22) Washington, D.C office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Fall of 2024. This internship provides students with a firsthand understanding of our nation’s legislative process. Interns will contribute to the daily operations of the office. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, attending briefings and hearings, performing legislative research, and assisting both legislative and communications staff.

Those interested should send their resume to jacqueline.camuy@mail.house.gov with "Fall 2024 Internship" in the subject line. Applications are reviewed on a rolling basis.

Hours:

Full-time interns will work 9:00 AM to 5:00PM when out of session, 8:30 AM – 6:00 PM when in session Monday through Friday in order to meet the full-time rate.

Stipend:

This is a paid internship. Please include availability, previous experience (if any), and information about yourself and your education.

Transportation Accommodations:

Interns will be able to use the Metro and will be reimbursed for their commutes to and from the office.

Contact: Jacqueline Camuy, jacqueline.camuy@mail.house.gov

MEM-354-24 Fall **internships** in Congresswoman Michelle Steel’s office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. Interns are paid on an hourly basis.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of California’s 45th district. Interns would be exposed to a wide range of policy areas, including the Congresswoman’s work on the

House Ways and Means Committee, Education and Workforce Committee, AI Task Force, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.