



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of December 18, 2023

MEM-625-23 The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Spring 2024 term.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support.

Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email Jett.Thompson@mail.house.gov with a copy of your resume.

MEM-624-23 The Republican Staff at U.S. House Committee on Agriculture is seeking a full time **Intern** for the Fall 2023 session.

The Agriculture Committee has jurisdiction over a wide range of legislative and oversight issues, including:

1. Agricultural colleges and experiment stations.
2. Agricultural economics and research.
3. Agricultural education extension services.
4. Agricultural production and marketing and stabilization of prices of agricultural products, and commodities (not including distribution outside of the United States).
5. Animal industry and diseases of animals.
6. Commodity exchanges.
7. Crop insurance and soil conservation.
8. Dairy industry.
9. Extension of farm credit and farm security.
10. Livestock, poultry, meat products, and seafood and seafood products.
11. Forestry in general, and forest reserves other than those created from the public domain.
12. Human nutrition and home economics.
13. Rural electrification.
14. Rural development.
15. Water conservation related to activities of the Department of Agriculture.

Intern assignments will vary depending on the work of the Committee each semester.

Examples of potential responsibilities include:

1. Researching policy issues under the committee's jurisdiction
2. Conducting Farm Bill research
3. Attending briefings and hearings on the Hill
4. Drafting memos
5. Supporting committee counsels
6. Supporting committee clerks and professional staff members
7. Providing administrative support, including answering calls, delivering correspondence, supporting transcribed interviews, and setting up the hearing room.

The deadline for applications for the Spring 2024 session is January 1st. This internship is based in Washington, DC.

Applications can be submitted to mason.may@mail.house.gov

MEM-620-23 Texas Republican Representative Troy E. Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Spring 2024. Current college students and recent graduates are welcome to apply.

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

The ideal candidate should be conservative and be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 22nd Congressional District.

Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties and previous congressional experience are preferred, but not required.

Please send your resume and cover letter to Kyler Mooney, Staff Assistant (Kyler.Mooney1@mail.house.gov).

MEM-619-23 The Office of Congressman Troy Balderson is seeking detail-oriented, highly-organized individuals to take part in the 2023 Spring **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks. Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects and working with the legislative team, and assisting with the Congressman's in-office events. Candidates must be flexible and comfortable working in a team environment.

To apply, fill out the application via <https://balderson.house.gov/forms/internships/>

MEM-618-23 The Office of Congressman Don Davis (NC-01) is seeking paid **interns** for his Washington, D.C. Office for Spring of 2024.

Applicants should be currently enrolled in an undergraduate program or a recent graduate. The ideal candidate should have a strong desire to learn, be a self-starter, and be able to work independently and as part of a team. The duration of this internship is expected to start in January and last until April or May.

Responsibilities will include assisting with day-to-day office operations, conducting research and compiling data for various projects and assignments, answering the office telephone in a professional and friendly manner, maintaining a good working relationship with the Congressman, staff, and constituents, and

working well under pressure and fast-paced requirements. Legislative and communications internships are available. North Carolina ties are preferred, but all applicants are encouraged to apply.

This office does not discriminate based on race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity) disability, age, or national origin.

Interested candidates should submit their cover letter, resume, writing sample, and two references to asia.hentkowski@mail.house.gov

MEM-617-23 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of 2024.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

Ideal candidates possess 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 interest in politics is a must. This is a paid internship.

Please send resumes and cover letter to Milka.jurado2@mail.house.gov

MEM-616-23 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2024 term.

The internships are in-person and will run from January to the end of March. Dates are flexible. This internship is open to undergraduate and recent college graduates.

Intern responsibilities include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative, legislative, and communications tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, ability to conduct research, strong writing skills, and be able to work in a fast-paced work environment. District ties will be considered however are not required.

Interested applicants should send their resumes, cover letters, and any writing samples with the subject line "Spring 2024 Internship" to Paige.Ash@mail.house.gov.

MEM-615-23 The U.S. House Committee on Homeland Security (Democrats) is accepting applications for legislative **internships** in Washington, DC, for Winter/Spring 2024. This internship will provide an invaluable experience to see the inner workings of Capitol Hill and learn about the legislative process. This is a full-time, limited-term position, and it offers a monthly stipend.

Qualified applicants will have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Internship responsibilities will include administrative tasks (answering phones, sorting mail, etc.) and legislative tasks (attending hearings/briefings, assisting legislative staff, and more).

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. House Paid Interns will need to provide documentation of U.S. Citizenship.

Please send resume and cover letter with the subject line “Homeland Internship Winter/Spring 2024” to homeland.internships@mail.house.gov.

MEM-610-23 Congressman Jack Bergman (MI-01) is seeking Spring 2024 **interns** in his Washington, DC Office.

Internships are open to current college students and recent graduates who are interested in learning about the legislative process and the inner-workings of congressional offices. Qualified applicants will exhibit an interest in political science/public policy, a strong work-ethic, and strong communication skills.

Michigan ties are not required but may be preferred. Please note that this internship is based in Washington, DC and interns will be required to reliably commute to/from Capitol Hill during the hours of 9am-6pm (when Congress is in session) and 9am-5pm (when Congress is out of session). This internship is a paid position.

Interested applicants may email a cover letter and resume to bergman.constituent@mail.house.gov with the subject line “Spring 2024 Internship Application” or visit <https://bergman.house.gov/forms/internships/> to apply. No calls or drop-ins, please. Applicants will be considered on a rolling basis.

MEM-609-23 The Democratic Staff of the Committee on Rules is seeking part or full-time, energetic **interns** for the spring (January – May).

Our interns work closely with Committee staff to prepare materials for Committee meetings, conduct research projects, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work

ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: Legislative Intern Spring 2024 – Last Name, First Name explaining why you want to join the Democratic staff of the House Rules Committee to RulesInternDem.Application@mail.house.gov

MEM-605-23 The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a Spring 2024 **internship** in her Washington D.C. office. Intern responsibilities will 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, and possess a positive attitude. Florida ties are preferred but not required.

Interested candidates should submit their cover letter, resume, writing sample, and two references to hannah.so@mail.house.gov.

MEM-602-23 Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. Office for Spring 2024.

Applicants should be undergraduate students, graduate students, or post-secondary graduates with an interest in public service. Interns assist with front desk operations, including greeting guests and constituents, answering the phone, and processing other inquiries. Additionally, interns assist staff with communications and legislative work through attending briefings and hearings, researching legislative topics, compiling press clips, and various communications tasks.

Ideal candidates are self-starters who are dependable with excellent writing and organizational skills. Start and end dates are flexible, and the internship will run from January through May. Our Office will consider both full-time and part-time applicants.

Our Office is an equal opportunity employer, and 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 New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

To apply, please visit fill out the application and submit a resume and cover letter through this link: <https://menendez.house.gov/services/internships>
Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

MEM-559-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

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 at the following link: cartwright.house.gov/services/internships
No phone calls or drop-ins please.