



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of September 30, 2024

MEM-395-24 The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2025 Spring term. Applicants must be based in Washington, D.C. for the duration of the spring internship (mid-January to mid-May, subject to change).

The hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Interns receive a stipend distributed based on total hours worked.

In Washington, D.C., interns' responsibilities will vary. Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;

- Interacting with members of staff in the D.C. office and virtually with the Rochester office;
- Other administrative tasks as assigned.

As a result, interns will learn about the operations of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)
- Dates of availability

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, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:
<https://morelle.house.gov/congressional-internships>.

Applications should be sent in PDF format to Savannah.Chadwick@mail.house.gov with “NY-25 Spring 2025 DC Internship” in the subject line. The deadline for this internship application is October 14th at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the October 14th deadline.

MEM-394-24 The District Office of Representative Joseph Morelle, NY-25 in Rochester, NY, will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted September 30th, 2024 – November 1st, 2024.

Interns will be responsible for:

- Completing constituent calls
- Writing letters, certificates, and proclamations
- Day-to-day office work
- Interacting with members of staff in the Rochester office and virtually in the D.C. office
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent communication skills, 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 submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to Eric.Gros@mail.house.gov with “NY-25 Spring 2025 District Internship” in the subject line.

The deadline for this internship application is November 1st, 2024, but applicants are encouraged to submit their application early. Interview requests will be sent out following the November 1st deadline.

For more information on the district internship please visit:
<https://morelle.house.gov/congressional-internships>

MEM-393-24 The Office of Congresswoman Kim Schrier (WA-08) is seeking **interns** in its Issaquah and Washington, D.C. offices for spring 2025.

Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington’s 8th Congressional District. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. also have the opportunity to lead tours of the U.S. Capitol, as well as attend briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

Qualifications

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. Washington state ties are a plus, but not required. Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during business hours. 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. Stipends or academic credit are available.

Please apply by November 15, 2024, at 11:59 p.m. ET.

Please be prepared to submit a cover letter, resume, three references and relevant information at <https://schrier.house.gov/services/internships>. If you have issues with this form, please email relevant application materials to DistrictInternshipsWA08@mail.house.gov.

MEM-391-24 Representative Jim Baird (IN-4) is seeking **internship** applicants for Spring 2025 in his Washington, DC office. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

Responsibilities may include answering phones, greeting office visitors, sorting mail, conducting legislative research, attending hearings and briefings, giving tours of the U.S. Capitol, assisting communications staff with press releases and social media, and drafting constituent letters.

The ideal candidate should have strong oral and written communication skills, be detail oriented, motivated, and flexible, and address all work with a positive attitude.

Prior constituent or customer service experience, a demonstrated interest in public service, and District/Indiana ties are preferred.

The internship will run from early January to mid-May and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>.

Any questions can be directed to baird.intern@mail.house.gov.

MEM-390-24 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office. Internships are intended for current undergraduate

students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on November 10th, 2024, and will be reviewed after the application period closes. If you have trouble accessing the application form above or have other questions, please email Emerson Jacobson (Emerson.Jacobson@mail.house.gov.)

MEM-387-24 The office of Congressman Tom McClintock is seeking full or part-time **interns**. Position duties include: attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply. Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com. Please use “McClintock Internship” in the subject line. No phone calls or drop-ins, please.

MEM-385-24 The Office of Congresswoman Grace Meng (NY-06) seeks candidates for a paid Fall 2024 **internship** position in the Washington D.C. office.

Intern responsibilities will vary and are designed to give interns insight to the legislative process and a well-rounded experience on Capitol Hill. Some duties

include answering phones, running errands, giving Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

This internship will run from early November to late December/ early January. Hours are flexible to accommodate students course schedules, but generally run from Monday – Friday 9:00am to 5:00pm.

Interested applicants should email a resume, cover letter, writing sample, and their availability to ny06_intern_app@mail.house.gov by October 4th. Please include your name and the semester for which you are applying in the subject line.

MEM-384-24 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2025. This is an in-person opportunity with limited hybrid hours possible. A majority of the program is spent in the office.

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. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. 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-383-24 Rep. Josh Brecheen (OK-02): Full-Time Paid **Internship** — Spring and Summer 2025 (Flexible Dates), DC Office

Congressman Josh Brecheen's DC office is currently accepting applications for a paid internship for the Spring 2025 semester, beginning as early as January 2nd. Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, sorting mail, drafting constituent letters, assisting with legislative research, leading Capitol tours, and assisting with public 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 motivated team-players who have a strong work ethic, good written and verbal communication skills, and the ability to problem-solve with the aim of providing excellent constituent service. Oklahoma ties are preferred but not required.

Interested candidates should submit their resume to admin.brecheen@mail.house.gov and fill out an online application at <https://brecheen.house.gov/services/internships.htm>

MEM-380-24 The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Spring 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from early January through late May.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see

Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Interships@mail.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-379-24 The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Spring 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from early January through late May.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the "Legislative Internship" form our website, Houlahan.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.