



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of November 20, 2023**

**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-601-23** The Office of Congressman Greg Casar (TX-35) is currently seeking candidates for paid **internship** for the Spring 2024 term. Spring internships are part-time and in-person in our Washington, DC office. Ties to the District, Texas, and Spanish language fluency are preferred but not required. Applications are due by November 30, 2023.

Internships in our office are paid \$15/hour at the close of each month. A fall internship is at least 20 hours per week, five days a week from 9:00 AM to 6:00 PM ET. Schedule is flexible to accommodate students enrolled in academic courses.

#### DUTIES

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.

Interns are critical to the operations of a congressional office. Various intern responsibilities may include but are not limited to: greeting guests, answering phones, logging constituent phone calls, email inbox, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, assisting staff with events, meetings, communications tasks, and various day-to-day office tasks.

#### QUALIFIED APPLICANT REQUIREMENTS

The ideal candidate will be dependable, professional, detail-oriented, an efficient multitasker, a proactive problem-solver, be comfortable interacting and speaking on the phone with the public. Successful internship candidates should:

- Be at least 18 years of age.
- Demonstrate an interest in politics, policy, and/or public service.
- Possess a professional demeanor and an upbeat disposition while interacting with visitors, constituents, and staff members in a fast-paced, highly dynamic environment.
- Possess effective skills for verbal and written communications.
- Possess effective teamwork skills, flexibility, willingness to learn new skills, and the ability to support the needs of multiple team members and leaders in the office.
- Possess time management skills including the ability to prioritize and track work status.

#### HOW TO APPLY

Our office is committed to building a team with diverse lived experiences that equips our team to serve the Texas 35th district. Candidates are encouraged to apply and describe in their cover letter how their experience translates to the role

and needs of the office. Application deadline is November 30, 2023, at 12 midnight ET/ 11 pm CT. Interested applicants should:

1. Fill out an application in this link:

<https://airtable.com/appDJUyTaIr68tCa/pagbsZ2mJQ8rnxDq/form>

2. In the application link, submit one combined PDF of a resume, cover letter, contact information of 2-3 references, and a brief writing sample (no more than three pages).

NOTE: Due to the large volume of applicants, only applicants selected for interviews will be contacted.

The Office of Congressman Greg Casar is an equal opportunity employer; we do not discriminate based on race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Proof of COVID-19 vaccination and A booster will be requested.

**MEM-600-23** Congressman Gabe Amo's (RI-01) Pawtucket office is seeking **interns** for the Spring 2024 session. Interns would be expected to start in early to mid-January.

These internships provide students with an opportunity to learn more about the workings of a congressional district office and to see the constituent service process first-hand. Interns will be expected to answer phones, sort mail, assist constituents, conduct research, write memos, and draft constituent letters on various issues and other matters as assigned.

Applicants with Rhode Island ties and of diverse backgrounds are highly encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply please send a copy of your resume, cover letter, and a writing sample to [sabina.mercado@mail.house.gov](mailto:sabina.mercado@mail.house.gov) by 9:00am on Monday, December 4 with the subject line "Intern Application - Full Name." Please no phone calls or walk-ins regarding the status of your application.

**MEM-599-23** Rep. Katie Porter (CA-47) seeks highly motivated **interns** for her DC office spring internship program. The duration of this internship is expected to start in January and we are open to end dates in April and May. 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. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm, however hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume and two references to [CA47.Internship@mail.house.gov](mailto:CA47.Internship@mail.house.gov) with "Spring 2024 DC Internship" in the subject line. If you prefer press or legislative work, please specify in your cover letter. The deadline for submission is Friday, November 24 at 11:59 PM EST. No phone calls.

**MEM-598-23** The Commission on Security and Cooperation in Europe (U.S. Helsinki Commission) seeks candidates for its Spring 2024 Max Kampelman **Fellowship** program (January 2024-May 2024).

Policy and communications fellowships are available. Named for a longtime U.S. Ambassador to the Conference on Security and Cooperation in Europe, Kampelman Fellows represent the next generation of American leaders in security policy, human rights, and strategic communications.

Fellowships last approximately three months, with 30-hour work weeks in-person in Washington, DC. It is a paid fellowship. Applications are open to current graduate students, recent undergraduates (the beginning of the fellowship term should be less than one year since graduation), and undergraduate students with previous internship experience.

All Kampelman Fellowship candidates should have a keen interest in learning more about international affairs, the inner workings of Congress, and the relationship between the legislative and executive branches in the realm of foreign policy. Proficiency in a second OSCE language is an asset.

Applications close 11/30/23. More information and instructions on how to apply can be found at <https://www.csce.gov/join-our-team/max-kampelman-fellowships/>

**MEM-597-23** The Democratic Staff of the House Committee on Veterans' Affairs is seeking a press/digital **intern** for the Spring 2024 semester.

The deadline to apply is 5 PM ET, Monday, December 4, 2023.

Responsibilities include, but are not limited to:

- Compiling and distributing morning press clips,
- Tracking media hits for Committee members,
- Assisting with video shoots,
- Assisting with creating messaging packets and digital toolkits for the caucus,
- Writing first drafts of remarks, press releases, and video scripts,
- Developing social media content,
- Clipping floor and hearing remarks from members
- Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person position is based in Washington, D.C.

Application: All candidates are required to go to <https://democrats-veterans.house.gov/opportunities> to complete an online application to be considered. Applicants must submit a resume and cover letter.

**MEM-596-23** The Democratic Staff of the House Committee on Veterans' Affairs is seeking a legislative **intern** for the Spring 2024 semester.

The deadline to apply is 5 PM ET, Monday, December 4, 2023.

Responsibilities include, but are not limited to:

- Conducting legislative research
- Managing and responding to constituent correspondence
- Assisting with Committee events
- Attending briefings and hearings for staff
- Drafting memos

- Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person position is based in Washington, D.C.

Application: All candidates are required to go to <https://democrats-veterans.house.gov/opportunities> to complete an online application to be considered. Applicants must submit a resume and cover letter.

**MEM-595-23** The office of Congresswoman Susie Lee (NV-03) is seeking spring interns for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, 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. Interns will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “[Full Name] Spring 2024 DC Internship” in the subject line. No phone calls or walk-ins please.

**MEM-594-23** Representative Rick Larsen (WA-02) is seeking applicants for the Spring 2024 **internship** program in his Everett, WA District office.

The paid in-person internship will run from January through May. Internship duties will include (but are not limited to): writing a memo for Rep. Larsen, answering phones, helping with casework, and other tasks to assist staff.

The ideal candidate for this internship can carry out independent research and has strong written and verbal communication skills and attention to detail. Interns must also have a positive and collaborative attitude.

The internship will offer students and young professionals invaluable experience on our nation’s legislative process. Ties to Washington state are preferred, but not

required. Women, people of color and LGBTQIA+ persons are strongly encouraged to apply.

All interested applicants should email their resume and cover letter in a single PDF to Grace Kurfman at [grace.kurfman@mail.house.gov](mailto:grace.kurfman@mail.house.gov) with the subject line “Spring 2024 Internship”. Please indicate availability in your application.

Deadline December 6th but applications will be reviewed on a rolling basis.

**MEM-593-23** Congressman Gabe Amo’s (RI-01) Washington, D.C. office is seeing **interns** for the Spring 2024 session.

Interns would be expected to start in early to mid-January. These internships provide students with an opportunity to learn more about the workings of a congressional office and to see the legislative process first-hand. Interns will be expected to answer phones, sort mail, research legislation, attend hearings and briefings, write memos, give tours of the Capitol, and draft constituent letters on various issues and other matters as assigned.

Applicants with Rhode Island ties and of diverse backgrounds are highly encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply please send a copy of your resume, cover letter, and a writing sample to [alex.nelson@mail.house.gov](mailto:alex.nelson@mail.house.gov) by 9:00am on Monday, November 27 with the subject line “Intern Application - Full Name.” Please no phone calls or walk-ins regarding the status of your application.

**MEM-592-23** Winter **internships** in Rep. Angie Craig’s office will be held in-person in the Burnsville, MN and Washington, DC offices.

All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns’ policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office and gain hands-on professional experience while serving the constituents of Minnesota’s Second Congressional District.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong

writing skills. They also are comfortable speaking on the phone and working with the general public.

**Application Instructions:**

- To apply for an internship in the Burnsville, MN or Washington, DC office, please email a combined PDF of your resume and one-page cover letter to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov). Please format your email subject line as “FirstName.LastName – [DC or District] Internship.”
- Please include your weekly availability between the hours of 9:00am and 6:00pm ET in your cover letter.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig’s office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Winter internships, applications must be submitted no later than 11:59pm ET on Tuesday, November 28, 2023. Late submissions will not be considered nor accepted. If you have any questions regarding the internship program or the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov)

**MEM-591-23** Conservative California Member of Congress is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: Winter 2023 Internship. No phone calls or drop-ins, please.

**MEM-590-23** The Washington, D.C. office of Congressman Pat Ryan (NY-18) is seeking **interns** for the Spring 2024 semester, from approximately early January to mid-May. This position comes with a monthly stipend.

Responsibilities include, but are not limited to:

- Answering phone calls and greeting visitors to the office
- Attending hearings and briefings on behalf of legislative staffers
- Compiling daily press clips for the Congressman
- Sorting constituent correspondence and drafting responses
- Leading tours of the Capitol
- Supporting staff members with legislative research and other tasks as assigned



Ideal applicants will have strong written and oral communication skills, a demonstrated interest in government and public service, the ability to multitask and stay focused in a fast-paced environment, and a positive attitude.

Undergraduate students and recent graduates are preferred, ties to NY-18 a plus.

This office is an equal opportunity employer and values diversity highly. People of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

The application can be found via <https://patryan.house.gov/services/internships>

Deadline to apply is Monday, December 4, by 5pm.

Please reach out to [finn.donohue@mail.house.gov](mailto:finn.donohue@mail.house.gov) with any questions.

**MEM-587-23** Congresswoman Kat Cammack (FL-03) is seeking spring 2024 **interns** in her Washington, D.C. and Gainesville offices! Interns have the opportunity to learn the legislative process, how congressional offices help constituents, and more.

Washington, D.C. Internship Information:

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member's office. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Please note—internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with “Washington D.C. Intern Spring 2024” in the subject line, their resume, cover letter, two references, and social media handles to [fl03.internships@mail.house.gov](mailto:fl03.internships@mail.house.gov) by November 27, 2023 (no drop-ins or phone calls).

Gainesville Internship Information:

Intern responsibilities include, but are not limited to, constituent communication, assisting with constituent services, and helping office staff with various projects. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and take place in the Gainesville District Office.

Interested candidates should email with “Gainesville Intern Spring 2024; First and last name”, in the subject line, their resume, cover letter, two references, and social media handles to [fl03.internships@mail.house.gov](mailto:fl03.internships@mail.house.gov) by November 27, 2023.

**MEM-586-23** The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person spring **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff. Ideal candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks simultaneously. Kansas City and Missouri ties are a plus.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov) with “Cleaver Internship Spring 2023” as the subject. Candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Friday, December 1st. Please, no phone calls, faxes, or drop-ins.

The office is an equal-opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-584-23** The office of Congressman Brian Mast (R-FL-21) is currently seeking highly motivated candidates for a part-time, unpaid, Spring 2024 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to teamwork.

Responsibilities include answering phone calls, providing tours of the Capitol, conducting legislative research for staff, among other duties.

The internship will run through the Spring semester, from 9am to 6pm when Congress is in session, and from 9am to 5pm out of session. Our office is very flexible with scheduling working hours around college and postgraduate classes, or other scheduling demands. Ties to Florida is not required but preferred.

The office of Congressman Mast is an equal-opportunity employer and does not discriminate based on race, religion, sex, sexual orientation, military status, age, or marital status.

Interested applicants should email a resume to [joseph.harrington@mail.house.gov](mailto:joseph.harrington@mail.house.gov), supplementals (such as cover letters or writing samples) are not required. Please use the subject line “Spring 2024 internship”. No calls or drop-ins, please. Applications will be considered on a rolling basis.

**MEM-583-23 Press/Digital Internship**

Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated press/digital intern to work in person in the Washington, DC office for the Spring Semester.

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

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

Please your application via <https://meeks.house.gov/services/internships> with a resume, one-page writing sample and graphic design sample no later than December 15, 2023.

**MEM-582-23 Legislative Internship**

Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time legislative interns to work in person in the Washington, DC office for the Spring Semester.

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

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application via <https://meeks.house.gov/services/internships> with a resume, cover letter, up to 2-page writing sample, no later than December 15, 2023.

**MEM-576-23** The Democratic Staff of the House Energy and Commerce Committee seeks a qualified undergraduate student, graduate student, or recent graduate to serve as a press **intern** for the Spring 2024 session.

An internship with the Energy and Commerce Committee Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, the intern will assist press and digital staff by compiling daily press clips; updating press lists; clipping video highlights from Committee hearings; drafting news releases, social media posts, and talking points; and designing graphics for both social media and web content.

Our ideal candidate is organized and eager to join a fast-paced environment. Qualified candidates must have excellent written and oral communication skills and a proven ability to perform under pressure while juggling multiple tasks. Full-time availability is preferred, but part-time candidates are eligible as well. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and two writing samples to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Spring 2024 Press Intern Application" in the subject line.

The deadline for applications is December 1, 2023. Please no phone calls or drop-ins.

**MEM-575-23** Job Description: As a Congressional **Intern** for Congressman Rob Wittman, you will have the unique opportunity to gain hands-on experience working for Virginia's 1st Congressional District in the U.S. House of Representatives. Our office is committed to serving our constituents, advancing thoughtful policies, and making a difference in the lives of Virginians and all Americans.

This paid internship will provide you with valuable insights into the legislative process and a chance to contribute to meaningful work in a congressional office. You will have the opportunity for exposure to the legislative process and policymaking, insight into the workings of a congressional office, and valuable professional development and mentorship.

**Key Responsibilities:**

- Answering phone calls from constituents
- Sorting mail and emails from constituents
- Compile media clips
- Conduct legislative research on various issues
- Assist in drafting and editing policy briefs, speeches, and press releases
- Attend congressional hearings, briefings, and meetings

- Assist with administrative tasks and office operations
- Perform various other duties as assigned

Qualifications:

- Strong interest in politics, government, and public policy
- Excellent research and writing skills
- Effective communication and interpersonal skills
- Enthusiastic, reliable, and hard-working
- Detail-oriented and able to multitask
- Proficiency in Microsoft Office and other relevant software
- A willingness to learn and adapt in a fast-paced environment

How to Apply: To be considered for this internship, please submit the following documents to [Nicolle.Miranda@mail.house.gov](mailto:Nicolle.Miranda@mail.house.gov):

1. Resume
2. Cover letter explaining your interest in the congressional internship and your relevant qualifications
3. Writing sample (1-2 pages) on a policy or political topic of your choice
4. Contact information for two references

**MEM-571-23** The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a Law **Clerk** for the 2024 Spring Semester to assist in conducting oversight and investigations of issues within the Committee's broad jurisdiction.

Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The successful candidate is a current law student or recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov) with the subject line, "E&C O&I Law Clerk."

**MEM-569-23** Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the 2023 Spring **Internship** program in my Durham District office or Washington D.C. office are now open!

DC intern responsibilities include, but are not limited to, attending hearings and briefings on behalf of legislative staffers, supporting staff members with legislative research and other tasks as assigned, compiling daily press clips for the Congresswoman, sorting constituent correspondence and drafting responses, answering phone calls, and greeting visitors to the office.

District intern responsibilities include, but are not limited to, answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

The term of this internship will be during the spring semester. Part-time interns must work at least 10-15 hours a week, Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Interested applicants should email a resume, cover letter, and at least two references to [NC04Resumes@mail.house.gov](mailto:NC04Resumes@mail.house.gov). Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

**MEM-567-23** The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for spring **interns** in her Washington, D.C. and District offices.

Responsibilities will include:

- Answering phones,
- Conducting a semester-long capstone project,
- Writing constituent letters,
- Assisting legislative staff with research,
- Categorizing mail,
- Attending briefings and hearings, and
- Conducting Capitol tours for constituents.

Successful candidates will work well under pressure, are organized, hard-working, detail-oriented, have customer service/retail experience, and can have

some fun! Ohio ties are preferred but not required, and candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. Interns will be eligible for a monthly stipend.

Interested applicants should send a resume, writing sample, and cover letter to [OH11InternResumes@mail.house.gov](mailto:OH11InternResumes@mail.house.gov) with “Fall Intern [LASTNAME]” in the subject line. The deadline to apply is November 20 close of business. No phone calls or drop-ins, please.

**MEM-566-23** Representative Tony Gonzales is seeking full-time **interns** in their Washington, D.C. office for the Spring 2024 semester.

This is a rewarding experience that provides students and recent graduates the opportunity to participate in the day-to-day operations of a Congressional office while gaining a deeper understanding of the federal legislative process. Ties to TX-23 are preferred, but not required.

Office hours operate from 9:00am-5:00pm on out of session days and 9:00am-6:00pm in session.

Interested candidates should send a resume and cover letter to [Maddie.bruno@mail.house.gov](mailto:Maddie.bruno@mail.house.gov)

**MEM-562-23** The Office of Congressman Bruce Westerman (AR-04) seeks highly motivated, detail oriented, and energetic individuals for legislative **internships** in Washington, D.C. for the Spring of 2024.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping the 4th Congressional District of Arkansas. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be detail-oriented self-starters who can take and listen to directions, while being able to work independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks and participate in office activities. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply for an internship with the Office of Congressman Westerman, please submit an application, including a resume and a cover letter, to the following



email address: [ar04internship@gmail.com](mailto:ar04internship@gmail.com). If you have any questions, please feel free to call our office at (202) 225-3772.

**MEM-561-23** The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to [Wisconsin.resumes@mail.house.gov](mailto:Wisconsin.resumes@mail.house.gov)  
Ties to the state of Wisconsin are preferred, but not required.

**MEM-560-23** The Office of Congresswoman Mikie Sherrill is currently accepting Spring 2024 **internship** applications.

To apply for an internship with the DC Office, please use the following link:  
<https://forms.gle/DtQL1JSSBzodsScQ9>

To apply for an internship with the District Office, please use the following link: <https://forms.office.com/g/5EUMZUWRDv>

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to [NJ11internships@mail.house.gov](mailto:NJ11internships@mail.house.gov), with the subject line:  
Office of Application (DC or District), First Name Last Name.

The application deadline is Friday, November 24th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site. Hiring decisions will not be finalized until after the application closes to ensure all applicants have the same opportunity to be considered. We appreciate your patience and we will be in touch with you as soon as possible on the status of your application. No calls or walk-ins please.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist



the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service.

The office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**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](http://cartwright.house.gov/services/internships)  
No phone calls or drop-ins please.

**MEM-558-23** The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

Typical duties will include answering phones, leading Capitol tours (Washington, D.C.-based), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of

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

Students and recent graduates who are interested in the legislative process are highly encouraged to apply. The Congresswoman is on the Oversight and Accountability Committee and the Space, Science, and Technology Committee. Ties to Pennsylvania's 12th Congressional District are preferred, but not necessary.

All applicants should apply at: <https://summerlee.house.gov/internships>

**MEM-549-23** Congresswoman Lori Trahan (MA-03) is seeking a press **intern** for her Washington, D.C. office for the Spring 2024 semester.

Candidates should be driven, flexible, and detail-oriented individuals with availability beginning in January.

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.

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

Interested applicants should visit <https://trahan.house.gov/forms/internships/> to submit necessary materials, as well as email a cover letter, resume, and dates of availability to [L.T.Internship@mail.house.gov](mailto:L.T.Internship@mail.house.gov) with the subject line "Last Name, First Name: Press Internship Spring 2024". The deadline to apply is 11:59 EST on November 22nd, 2023.

**MEM-545-23** Congresswoman Lori Trahan (MA-03) is seeking applicants for the Spring 2024 **internship** program in her Washington, D.C. office to start in January 2024.

Intern responsibilities include, but are not limited to, handling constituent correspondence and communication, attending legislative hearings and briefings, guiding Capitol building tours, managing the front desk, and assisting staff with administrative tasks. Ideal candidates have a positive attitude, strong work ethic,

excellent written and oral communication skills, and eagerness to learn about the political process and congressional affairs. District & Massachusetts ties are strongly preferred, but not required.

Typical hours for internships are Monday through Friday from 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' course schedules. Both part-time and full-time interns are encouraged to apply.

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

Interested applicants should email a cover letter, resume, and dates of availability to [LT.Internship@mail.house.gov](mailto:LT.Internship@mail.house.gov) with the subject line "Last Name, First Name: DC Spring 2024 Internship". The deadline to apply is 11:59 EST on November 22nd, 2023.

**MEM-542-23** Congressman French Hill (AR02) has **internship** positions available for the Spring 2024 term in both his DC and Little Rock offices.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be detail-oriented self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred. Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply, please send a resume and cover letter to [AR02.Applications@mail.house.gov](mailto:AR02.Applications@mail.house.gov). Indicate which location you are applying for. Applications should be submitted by December 1, 2023, but will be accepted on a rolling basis until all positions are filled.

If you have any questions, you can contact the office for additional information at (202) 225-2506.

**MEM-533-23** Representative Mary Gay Scanlon (PA-05) Paid Spring Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample (no more than 1-2 pages), and two references to [Madhumita.Gupta@mail.house.gov](mailto:Madhumita.Gupta@mail.house.gov) with the subject line “Spring Legislative Internship, NAME” by November 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.