



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of December 5, 2022

MEM-580-22 The Office of Congressman Tom McClintock (R-CA) 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.

College students and recent graduates are encouraged to apply, and academic credit is available to qualifying students.

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

MEM-579-22 The Office of Congresswoman Barbara Lee (CA-13) is seeking to hire motivated, detail-oriented, current college undergrad students or graduate students to gain constituent-oriented **internship** experience in her Oakland District Office.

District Intern responsibilities include 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 learn about the important functions of our impactful District office.

The term of this internship will be from January 2023---May 2023. The internship is paid part-time internship, interns must work at least 10-15 hours a week, 2-3 days a week Monday-Fridays, hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, writing sample, and at least one reference to lee.resumes@mail.house.gov.

MEM-578-22 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Spring 2023 **internship**.

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 phone inquiries, and providing support to all Committee staff. A background in science is a plus.

To apply, please send your resume and cover letter to house.science.committee@mail.house.gov.

MEM-577-22 The Democratic Staff of the House Committee on Natural Resources is currently seeking full-time **interns** for Spring 2023 (January-May).

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend of \$3,200 plus transit benefits.

Our office currently operates on a hybrid basis (M & F remote, and Tu, W & Th in-person). Depending on guidance from the CDC and Office of the Attending Physician, internship format may be modified to remote work at any time.

To apply, address your application materials to Qay-Liwh Ammon at NRD.Internships@mail.house.gov with the subject line "Spring Internship Application – First Name Last Name" by COB December 14, 2022. Applications will be considered on a rolling basis.

Please include a (1) cover letter, (2) resume, (3) short writing sample, and (4) availability.

Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. This posting will be removed from the Committee's website when the position has been filled.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-576-22 U.S. Representative David N. Cicilline is seeking legal **interns** for spring 2023 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 2L and 3L law students (2L or 3L students in the 2022-2023 academic year) in good academic standing.

This internship will be hybrid (a combination of in-person and remote work) and is unpaid but should be done for academic credit. 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-568-22 The Office of Congresswoman Abigail Spanberger (VA-07) is seeking a press **fellow** to assist with an aggressive and engaged communications operation for Spring 2022 — to begin in January 2022. This position is based in Rep. Spanberger's Washington, D.C. office.

The fellowship is a paid position working directly under Rep. Spanberger's communications team. Qualified candidates will demonstrate a strong work ethic, pay close attention to detail, and have solid writing and editing skills. Applicants must have the ability to work cooperatively and think creatively in a fast-paced environment. The fellow will be expected to work a minimum of 20 hours per week. Virginia ties are a plus.

Fellowship responsibilities include:

- * Developing social media content
- * Compiling press clips
- * Assisting with constituent correspondence
- * Drafting advisories and other written materials
- * Creating graphics
- * Clipping videos, including floor speeches and media interviews
- * Other duties to support the communications team as needed

Rep. Spanberger's office is an equal opportunity employer. Her office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested applicants should email a cover letter and resume with dates of availability to spanbergerpressva07@gmail.com with "Spring 2022 Press Fellowship" in the subject line. We also recommend — but do not require — applicants submit 1-2 sample writing samples or sample graphics.

MEM-561-22 The Office of Congresswoman Kim Schrier (WA-08) is seeking spring **interns** in its Issaquah and Washington, DC offices for Spring 2023.

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 December 15th, 2022 at 11:59 p.m. ET. Please be prepared to submit a cover letter, resume, three references and office preference at <https://schrier.house.gov/services/internships>. If you have submission issues, please email relevant application materials to DistrictInternshipsWA08@mail.house.gov.

MEM-559-22 The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative **interns** for the Spring 2023 session.

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

An internship with the Energy and Commerce 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, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings.

In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. 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), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov. In the body of the email, please indicate preferred start/end dates for scheduling purposes. Please put "Spring 2023 Legislative Intern Application" in the subject line. The deadline for applications is December 16, 2022. Please no phone calls or drop-ins.

MEM-553-22 "Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Spring 2023 (Internship would run from January through May 2023) in her Washington DC office.

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. 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 2023" in the subject line, their resume, cover letter, two references, and social media handles to FL03.Internships@mail.house.gov (No drop-ins or phone calls). The Deadline to apply is December 9th."

MEM-552-22 The Office of Congressman Scott Fitzgerald is seeking candidates for a paid **internship** in our Washington, DC office for the spring.

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. Wisconsin ties are preferred-but not required.

Please submit all applications to the Congressman's official website at the following link - <https://fitzgerald.house.gov/services/internships>. The deadline for applications is Monday, January 9, 2023.

MEM-551-22 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and memos, researching legislation for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns have the opportunity to work either in-person or remotely.

The Office of Congresswoman Moore 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 send a resume, cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates and availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, December 9th, 2022.

MEM-542-22 The Office of Congresswoman Mikie Sherrill (NJ-11) is currently accepting Spring 2023 **internship** applications.

To apply for an internship with the DC Office, [please click here](#).

To apply for an internship with the District Office, [please click here](#).

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to NJ11internships@mail.house.gov, with the subject line:

Office of Application (DC or District), First Name Last Name.

The application deadline is Monday, December 5th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site.

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.

MEM-538-22 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team. Applicants must be available to begin at beginning of January.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

Intern responsibilities include:

*Compiling press clips by 9:30am ET every morning

*Social media strategizing for increased growth

*Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook

*Creating graphics for social media, knowledge of Photoshop or Canva preferred

*Drafting speeches

*Drafting short newsletters

*Editing written materials, such as newsletters or press releases

*Other duties as needed to support the communications team

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable) to KrishnamoorthiPressInternship@gmail.com.

MEM-537-22 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) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-534-22 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2023 term. The internships are in-person and will run from January to early May. 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 and legislative tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, 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 2023 Internship” to Ben.Savercool@mail.house.gov

MEM-529-22 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Winter 2022 and Spring 2023 semesters. 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 interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th 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 are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

MEM-524-22 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. The internship would begin on January 19 and last until early May. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship. The deadline to apply for the Spring Session is Friday, December 16, 2022.

Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>.

MEM-491-22 The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its spring **internship** program (beginning in January 2023 and ending in May 2023).

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative

research, and other tasks as needed. Successful candidates will possess excellent written and oral communication skills, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. Delaware ties are a plus.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and the contact information for 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 2023 Internship – NAME." Please note in the cover letter or body of the email if the internship is for school credit.

Applications are due at 11:59pm on December 10th, 2022

No phone calls, emails, or drop-ins please.

MEM-487-22 "Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to marshall.stallings@mail.house.gov and lauren.mazurek@mail.house.gov.

Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. This is a paid position and is competitive with that of other offices.

Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required."