



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of March 18, 2024**

**MEM-124-24** The Office of Congressman Bruce Westerman (AR-04) seeks highly motivated, detail oriented, and energetic individuals for legislative **internships** in both the Washington, D.C. Office and the Hot Springs District Office for the Summer 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 visit [westerman.house.gov](http://westerman.house.gov) and follow the application instructions as listed. If you have any questions, please feel free to call our office at (202) 225-3772.

**MEM-123-24** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for April-June. Please indicate availability in the first sentence of the cover letter.

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-121-24** The Office of Congressman Jamie Raskin (MD-08) seeks an excellent writer to join our team as a part-time, temporary Correspondence **Fellow**. This is a 90 day, twenty hours per week position in the Washington D.C. office.

This position is responsible for assisting the Legislative Correspondent and legislative team with the office's busy constituent mail program, primarily by drafting accurate, lively, and timely responses to constituent mail.

Responsibilities include but are not limited to: drafting replies to constituent letters, including any research necessary; proofreading mail; providing administrative assistance as required; and other duties as assigned.

The successful candidate must be a motivated team player with exceptional writing skills, scrupulous attention to detail, strong organizational abilities, effective time management, and a professional demeanor. Strong applicants could include college, graduate students and early career candidates with a passion for writing and who are interested in learning how Members of Congress communicate with their constituents.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color,

religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

To apply, please send an email to [MD08.Resumes@mail.house.gov](mailto:MD08.Resumes@mail.house.gov) with “Correspondence Fellow: Your Last Name” in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed one page) – please customize your letter to this position
- Resume
- Two writing samples (not to exceed one page each)
- Two references (not to exceed one page) – for each reference, please include name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference

The deadline to apply is 5:00 p.m. on March 26, 2024.

**MEM-119-24** Congresswoman Brittany Pettersen’s Washington DC and Lakewood District offices are seeking paid congressional **interns** for Summer 2024.

The internship is in-person and will run from late May to August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

This internship provides students with a firsthand understanding of the functions of a congressional office and the legislative process. Intern responsibilities vary but include answering phones, sorting mail, researching legislation for the Member and legislative staff, attending hearings and briefings, giving tours of the Capitol building, and drafting press releases and constituent letters on various issues. Additionally, the office encourages and will facilitate networking opportunities for interns and staff members.

Internship hours are flexible to accommodate students’ course schedules, but generally run from 9:00 a.m. to 5:00 p.m. EST in the DC office, and 9:00 a.m. to 5:00 p.m. MT in the District office. Applicants must have a high school diploma. Applicants who are rising juniors in college or further in their education or careers will be prioritized. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are strongly prioritized.

Internships are eligible for a paid monthly stipend.

To apply, please send an email with your resume, cover letter and writing sample (maximum length of 5 pages) to [CO07internapplications@mail.house.gov](mailto:CO07internapplications@mail.house.gov) with “[Your Last Name] [Season][Year] DC Internship” in the subject line- for

example: "Smith Summer 2023 DC Internship". Please include your dates of availability in your submission.

If submitted after April 15th, applications will only be considered on a rolling basis.

**MEM-118-24** Rep. Troy E. Nehls, a member of the House Judiciary Committee, including the immigration and crime subcommittees, and House Freedom Caucus is accepting **law clerk** applications for summer 2024.

Law clerks will engage in a range of activities, including preparing for and attending Judiciary hearings, conducting legal and policy research, writing memos and legislation, drafting oversight and constituent letters, giving tours, answering phones, and performing other administrative duties.

Candidates must have strong writing skills and be able to work in a team-oriented environment. Law clerks will work under the direct supervision of Rep. Nehls' Judiciary Committee staff. Ideal candidates are current law students who have a demonstrated passion for federal policy and America First priorities.

If you are interested in applying, please send a resume and cover letter to [taylor.reaves@mail.house.gov](mailto:taylor.reaves@mail.house.gov).

**MEM-117-24** Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Summer 2024 **internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office entail both administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have the ability to work in a fast-paced environment as well as possess excellent writing skills and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form (which can be found on [delauro.house.gov](http://delauro.house.gov)) along with a cover letter, resume, brief writing sample (1-2 pages), and two reference contacts to [Claybrook.Vaughan@mail.house.gov](mailto:Claybrook.Vaughan@mail.house.gov) with the subject line "Summer 2024 Internship" by 11:59PM on March 30. Please send completed application form

and all application materials in a single PDF file.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

**MEM-115-24** The office of Congressman Kevin Mullin (CA-15) is accepting applications for paid legislative **internships** for the summer term.

The ideal candidate will have excellent communication and written skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, research, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The summer term begins mid- to late-May and ends early- to mid-August with flexible start and end dates. Work will be in-person.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF to [MullinInternships@gmail.com](mailto:MullinInternships@gmail.com). Email subject line should follow the following format: LastName, FirstName – Summer Internship. Additionally, please note your availability and any ties to the Bay Area or California in the body of your email along with days and times you would not be available during the workweek. Applications must be submitted by March 29th. Due to the large volume of applicants, only those who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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-114-24** The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for summer **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 and cover letter to [OH11InternResumes@mail.house.gov](mailto:OH11InternResumes@mail.house.gov) with “Summer Intern [LASTNAME]” in the subject line. The deadline to apply is April 1st, close of business. No phone calls or drop-ins, please.

**MEM-111-24** The Office of Congresswoman Cori Bush (MO-01) is seeking **interns** for the summer 2024 session in both her Washington D.C. and St. Louis offices. These internships are part-time paid positions and generally run from May 2024 through August 2024.

Ideal applicants should possess excellent written and oral communication skills, strong attention to detail and an interest in public service. This is a great opportunity to join a dynamic team, intent on doing the absolute most for everyone in St. Louis, starting with those who have the greatest need.

As an intern, you will have the opportunity to serve in a wide range of capacities. Responsibilities include but are not limited to: assistance with overall day-to-day operations, writing correspondence, handling mail, managing phone calls, assisting with tour requests (D.C.) and constituent casework (STL), when applicable. Interns will also have the opportunity to support a congressional office while gaining first-hand knowledge about day-to-day operations, the legislative process and the overall structure within various congressional offices. This internship pays \$15 per hour and will be based on an approximate 20 – 25-hour work week. Interested applicants, please click the [link below](#) to apply. Applicants with St. Louis ties are preferred, but not required.

This internship is open to all undergraduate and recently graduated students. The Office of Congresswoman Cori Bush 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, criminal history or parental status. Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. Due to a high volume of applicants, a response is not guaranteed. No phone calls or drop-ins, please.

Applications will close on March 29, 2024.

<https://airtable.com/appA6edWSxJKEEgm/shrbg3rJtcYafE3rO>

**MEM-110-24** The U.S. House Committee on Homeland Security (Democrats) is accepting applications for legislative **internships** in Washington, DC, for Summer 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 Summer 2024” to [homeland.internships@mail.house.gov](mailto:homeland.internships@mail.house.gov). The deadline to apply is April 1, 2024.

**MEM-109-24** The Office of Congresswoman Marilyn Strickland (WA-10) is currently accepting applicants for paid and unpaid D.C. Summer **Internships** (June 2024 – August 2024).

Communications Interns assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework inquiries, and aiding the Congresswoman’s communications efforts. Experience working in communications is a plus.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an eye for and ability to create engaging digital content, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, a one-page writing sample, and a sample social media post with relevant written and visual components in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Summer Communications Internship-[LAST NAME]” in the subject line. Please



indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Monday, March 25, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

**MEM-108-24** The Office of Congresswoman Marilyn Strickland (WA-10) is currently accepting applicants for paid and unpaid D.C. Summer **Internships** (June 2024 – August 2024).

#### LEGISLATIVE INTERNSHIP

Legislative Interns assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman's legislative agenda.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an ability to manage multiple short-term and stretch assignments, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "DC Summer Legislative Internship-[LAST NAME]" in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Monday, March 25, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from



underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

**MEM-104-24** The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative **Interns**.

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), 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 one writing sample (two pages max.) 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 "2024 Legislative Intern Application" in the subject line. Applications will be accepted on a rolling basis. Please no phone calls or drop-ins.

**MEM-097-24** The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Summer 2024 **internship** position in our Washington, D.C. and Las Vegas, Nevada offices.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to being a team player. Responsibilities will include answering phones, attending policy briefings and meetings, providing tours of the Capitol, and conducting legislative and administrative work to support the needs of the Congresswoman's staff.

The internship will run from May to August, from 9am-6pm when Congress is in session and from 9am-5pm when Congress is not in session. Ties to Nevada's First District are strongly preferred.

The office of Congresswoman Dina Titus 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. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

To apply, interested applicants should visit <https://titus.house.gov/services/congressional-internship-application.htm>. No calls or drop-ins, please. Applications will be accepted until Friday, March 29th with applications considered on a rolling basis.

**MEM-096-24** The District Office of Representative Joseph Morelle, NY-25 in Rochester, NY, will be accepting applications for an in-person **internship** during the 2024 Summer Semester. Applications will be accepted March 1st – March 22nd.

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:

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

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

Applications should be sent in PDF format to [Brooke.Strausbaugh@mail.house.gov](mailto:Brooke.Strausbaugh@mail.house.gov) with “NY-25 Summer 2024 District Internship” in the subject line.

The deadline for this internship application is March 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the March 22nd deadline.

**MEM-095-24** The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2024 Summer term.

Applicants must be based in Washington, D.C. for the duration of the summer internship (around late May – early August, subject to change). All interns are paid.

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

- Answering constituent calls and leading tours of the Capitol;
- 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.

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
- One-page writing sample
- 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.

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](mailto:Savannah.Chadwick@mail.house.gov) with “NY-25 Summer 2024 DC Internship” in the subject line.

The deadline for this internship application is March 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the March 22nd deadline.

**MEM-093-24** The House Natural Resources Committee Democrats seek full-time **interns** for Summer 2024 (June 3 – August 2).

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 aid communications.

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S., and has a passion for working to dismantle these systems.

Primary responsibilities include:

- Assist with administrative duties
- Assist with legislative and policy projects
- Research legislation, regulations, and public law
- Assist with communications and outreach
- Respond to requests for information
- Attend briefings, meetings, and hearings on behalf of staff

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of 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 reasonable accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.

To apply, address your application materials to Rachel Jones at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line “HNRC Summer Internship Application – First Name Last Name” by close of business on Friday, March 22. Include a cover letter, résumé, a short writing sample, and your availability during the Summer Internship timeframe (June 3 – August 2).

Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

**MEM-088-24** The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative **interns** for the Summer 2024 session.

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), 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 one writing sample (two pages max.) 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 “Summer 2024 Legislative Intern Application” in the subject line.

The deadline for applications is March 20, 2024. Please no phone calls or drop-ins.

**MEM-087-24** The Democratic Staff of the Committee on Rules is seeking full-time, energetic **interns** for the summer (June – August).

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. Please apply by April 1st, 2024. 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 Summer 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](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-084-24** Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated press/digital **interns** to work in person in the Washington, DC office for the Summer Session.

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 COB April 5, 2024.

**MEM-083-24** 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 Summer Session.

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 COB April 5, 2024.

**MEM-082-24** Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Summer 2024.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. They should be self-starters with excellent writing and organizational skills.

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.

Key responsibilities of D.C. interns include:

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Legislative work: attending hearing and briefings, writing memos, composing cosponsor recommendations, and drafting letters to be sent to constituents
- Organizing incoming mail
- Assisting with press clips and communications tasks

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from May to August. Preference will be given to those with availability of at least 20 hours per week, and a stipend will be provided.

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-080-24** The office of Congressman Victoria Spartz (IN-05) is now accepting applications for paid, full-time summer congressional **internships** in our Washington, DC office.

Key opportunities: Interns in our office get the opportunity to attend congressional briefings, hearings, and networking events. They also get to work on a wide variety of legislative issues spanning foreign policy, education, and economics. Interns who excel in their core duties will be given the opportunity to direct more of their own work and focus on particular legislative areas of interest.

Core internship duties in the Washington, DC office include:

- Answering constituent phone calls and directing them appropriately
- Assisting with office operations
- Attending congressional hearings and policy briefings and providing insights to legislative staff
- Researching legislation for the Member and legislative staff
- Taking photos of the Congresswoman at important events
- Conducting Capitol tours for constituents

Successful applicants will be highly motivated, possess excellent written and verbal communication skills, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress.

To apply, please go to <https://spartz.house.gov/services/internships>

**MEM-079-24** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2024.

\*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. 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.

\*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

\*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

\*Starting and ending dates are flexible, although prospective interns should be able to commit to at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov) and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is March 22, 2024, at 11:59PM PT.

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. Members of historically underrepresented communities, including women, people of color, and LGBTQ+ individuals, are strongly encouraged to apply.

**MEM-076-24** Congressman Cliff Bentz (OR-02) is seeking Spring **interns** for his Washington D.C. Office.

Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in, and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person. All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships>

**MEM-075-24** The Democratic Staff of the House Committee on Veterans' Affairs is seeking a press/digital **intern** for the Summer 2024 semester.

The deadline to apply is 5 PM ET, Friday, March 22, 2024.

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, paid 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-074-24** The Democratic Staff of the House Committee on Veterans' Affairs is seeking a legislative **intern** for the Summer 2024 semester.

The deadline to apply is 5 PM ET, Friday, March 22, 2024.

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, paid 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-069-24** “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. This is a paid internship that complies with the House Paid Internship Program.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: Summer 2024 Internship. No phone calls or drop-ins, please.”

**MEM-062-24** Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Summer 2024.

Opportunities are available for both her Washington, D.C. office and her district office in Grand Rapids.

To apply, please submit your resume, cover letter, and one reference in one PDF to [MI03Internships@mail.house.gov](mailto:MI03Internships@mail.house.gov). The subject line must include your full name and which office you are interested in for your application to be considered. Interns will receive a monthly stipend. The deadline for applications is Friday, March 29th at 5:00 p.m.

#### DC OFFICE

Hours will typically be 9 a.m. to 6 p.m. when Congress is in session and 9 a.m. to 5 p.m. when Congress is out of session. Interns are expected to work full time but hours can be flexible to accommodate students' hectic course schedules. The D.C. Office internship allows interns to get involved with the legislative process.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Putting together daily news clips
- Assisting the legislative staff with research and compiling information
- Giving Capitol tours
- Attending hearings and briefings
- Any other tasks assigned by the Internship Coordinator

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. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

#### DISTRICT OFFICE- Grand Rapids

The district office is open from 9 a.m. to 5 p.m. Monday through Friday. Interns are expected to work a minimum of 16 hours weekly, in no less than 4 hours blocks. This is to accommodate their academic schedules. District office interns will engage with constituents and the community while being at the intersection of the federal government.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office.
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Monitoring local news and social media for current activities in the district
- Assisting the district staff with research
- Attending meetings with local stakeholders or constituents
- Interacting with government agencies to resolve constituent issues
- Any other tasks assigned by the Internship Coordinator

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. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

#### **MEM-050-24** Representative Mary Gay Scanlon (PA-05) Paid Summer 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 “Summer Legislative Internship, NAME” by March 30th, 2024. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-016-24** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time paid **interns** for the Summer 2024 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr. unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov) with the subject “2024 Summer Internship Application – FirstName LastName” by Sunday, March 31st.