

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

### Week of December 08, 2025

#### MEM-366-25

The Democratic staff of the Transportation and Infrastructure Subcommittee on Aviation is seeking a motivated full-time **intern** for the spring of 2026. Tasks will include assisting staff with research, hearing and markup preparation, attending meetings and briefings, and other tasks as assigned. Qualified candidates should have an interest in transportation and aviation policy and the legislative process, can write concisely and clearly, have strong communications skills, and the ability to handle multiple projects with tight deadlines. Candidates should be a current student or recent graduate of an undergraduate, graduate program, or law school.

To apply, candidates should submit a resume, cover letter, and a brief policy writing sample (no more than two pages) to [T&IDem.jobs@mail.house.gov](mailto:T&IDem.jobs@mail.house.gov) with "Aviation Intern" and [First Name] [Last Name] in the subject line. The deadline to apply is December 12, 2025.

This is a full-time, limited-term position and offers a monthly stipend of \$3,208. 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-364-25

The Office of Congressman Jim Costa (CA-21) is seeking a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Winter 2026 term. This is a paid internship of \$17.50 an hour.

This internship program prides itself on its educational aspects. Interns will immerse themselves in a dynamic environment and learn the ins and outs of a congressional office communications program. They will also have opportunities to attend educational briefings, take classes on relevant subjects with the Congressional Research Service, and converse with seasoned congressional staffers.



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Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will work closely with the Communications Director.

### **Internship Responsibilities**

- Assist the Press Secretary and Deputy Press Secretary with drafting social media content, e-newsletters, targeted mailing, and website content.
- Edit photos and create engaging graphics in line with the Congressman's brand.
- Clipping, editing, and compiling video clips.
- Assist with creation and maintenance of press lists
- Compile daily press clips and reports about social media analytics.
- Other office tasks such as answering phones, drafting correspondence, and other duties as required.

### **Internship Dates and Details:**

Winter internships will start in early January and go until mid-May, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on December 18<sup>th</sup>.

**Apply:** Interested applicants should fill out the internship application via our website: [Internships | Congressman Jim Costa \(house.gov\)](#):

<https://costa.house.gov/services/internships> and clearly note their interest in a press internship.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal-opportunity employer committed to building and maintaining an inclusive and diverse work environment.

**Contact:** Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at [Grant.menolascino@mail.house.gov](mailto:Grant.menolascino@mail.house.gov).

**MEM-358-25**

The Office of Congressman Glenn Ivey (MD-04) seeks a paid **Press and Digital Fellow** based in Washington, D.C., to join a fast-paced, collaborative team for Spring 2026. Fellow must be a hard-working individual with demonstrated digital skills and the ability to prioritize multiple tasks at once. Fellowship is full-time for Spring with a monthly stipend.

### **Job Functions:**

- Create timely and engaging social media content
- Produce high-quality graphics and videos (including script writing and production)
- Draft press materials like releases and quotes as required



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- Work with Chief of Staff and Communications Director to strategize and execute on communications goals
- All other tasks as assigned

**Qualifications:**

- Prior experience in digital communications, including graphic design and video editing
- Strong writing and grammar skills
- Excellent time management and interpersonal communication skills
- Senior year students or recent graduates with degrees in communications-focused majors are preferred

Please send a cover letter, resume, writing sample (2 pages maximum) and 2-3 graphic or video samples in a single pdf to [md04resumes@gmail.com](mailto:md04resumes@gmail.com) with the subject line “Press and Digital Fellow Spring 2026 – Last Name.” Applications will be considered on a rolling basis. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply. Maryland ties are a plus.

**MEM-347-25**

The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Spring 2026 session. The internship would begin in January and last until mid-May.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns 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 or 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. Interested candidates should address their application materials to Katonya Pettaway at [Interns.NC03@gmail.com](mailto:Interns.NC03@gmail.com). Applications should include a cover letter, resume, and what the individual’s internship schedule may look like.



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**MEM-346-25**

**Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. office for the Spring 2026 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office. The Press and Digital Intern will help build out the Congresswoman's digital and social media presence, with heavy emphasis on creating engaging social media content and graphics.**

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. Press Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues.

To apply, please complete the application form found on Congresswoman Matsui's website: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California's 7th District are preferred, but not required. All applications are considered on a rolling basis. 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.

**MEM-345-25**

**Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks interns for her Washington, D.C. and District (Sacramento) offices for the Spring 2026 term. Legislative interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.**

Legislative intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

To apply, please complete the application form found on Congresswoman Matsui's website: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California's 7th District are preferred, but not required. All applications are considered on a rolling basis. This office is an equal opportunity employer and does not discriminate based on race, religion,



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disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status.

## MEM-342-25

Spring 2026 Legislative Internship – DC Office of Congresswoman Mary Gay Scanlon

**Applications for Spring 2026 internships will be accepted beginning November 17, 2025 and are due December 9, 2025.**

Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

### ***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, and two references to [Madhumita.Gupta@mail.house.gov](mailto:Madhumita.Gupta@mail.house.gov) with the subject line “Spring Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.**

## MEM-340-25

Representative Seth Magaziner (RI-02) seeks **part-time, paid Spring 2026** interns for his Warwick, Rhode Island office, to start at the beginning of January and go until mid-May.

Duties include, but are not limited to:



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- Provides a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs;
- Answers incoming calls with poise, professionalism, and promptness;
- Assists Member and key staff (e.g. Staff Assistant, Press Assistant, Constituent Services Team) with logistical and administrative duties;
- Receives and logs input from constituents on policy matters for the Member office's consideration and response;
- Conducts research, and drafts correspondence and memoranda;
- Assists with planning and execution of Member's public outreach at local events;
- Accompanies district staff to public forums, meetings, and events as a representative to the Member.

Applicants should apply on our website <https://magaziner.house.gov/services/internships>

## **MEM-339-25**

Congressman John McGuire is seeking motivated and dedicated **interns** to join his DC office for the Spring 2026 semester. Interns in the DC office will have the opportunity to witness the legislative process, engage in the behind-the-scenes operations of Congress, and serve as a vital member of the staff while serving the people of Central Virginia.

Responsibilities will typically include:

- Answering phone calls for our constituents;
- Researching legislation for the Member and legislative staff;
- Attending hearings and briefings;
- Answering constituent letters on various issues before the House;
- Guiding Capitol tours;
- Writing letters, and assisting with office management;
- and other duties.

Qualifications: The ideal candidate will possess exceptional written and oral communication skills, a desire to serve the member's constituents, a degree of professionalism and an interest in the congressman's issue areas, including national defense and oversight. Virginia ties are preferred but not required. Full-time applicants are preferred.

To apply, please fill out the application form through the website or send a resume and cover letter to the mail listed on the site.

[Internships | Representative John McGuire](#)

## **MEM-331-25**



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The personal office of Congressman Brian Mast (FL-21) is accepting applications for unpaid internships in Washington, D.C. for the **Spring 2026** term. This internship will run from **January through May**, with flexible start and end dates.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, communications projects, legislative research, and drafting correspondence letters.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, possess strong written and oral communication skills, and display strong interpersonal skills. Florida or district ties are not required. The internship schedule is flexible for college students if needed.

Interested applicants should email their resumes, cover letters, availability, and ideal timeframe to [shelly.ballaish@mail.house.gov](mailto:shelly.ballaish@mail.house.gov) and [david.casimes@mail.house.gov](mailto:david.casimes@mail.house.gov). Please use the subject line “**LASTNAME – Spring 2026 Internship**.”

Please note that while Congressman Mast serves as Chairman of the House Foreign Affairs Committee, this internship is within his personal (Florida-based) office, so an interest in the Congressman’s domestic legislative priorities and constituent services is essential.

