



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of April 15, 2024

MEM-167-24 The Office of Congressman Greg Casar (TX-35) is currently seeking candidates for the Summer 2024 paid **internship** term. Internships are full-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 Friday, April 19 at 11:59PM ET/ 11 PM CT.

The summer internship program runs May 20 to late July. Internships in our office are paid \$15/hour at the close of each month. A summer internship is 40 hours per week, five days a week from 9:00AM to 6:00PM ET. The schedule is flexible to accommodate students enrolled in summer semester 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. The application deadline is Friday, April 19 at 11:59PM ET/ 11 PM CT. Interested applicants should:

1. Fill out an application via the

link: <https://airtable.com/appDJUyTaIr68tCa/pagGPzPhKSPIDG0Ah/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).

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.

MEM-164-24 The Office of Congresswoman Angie Craig (MN-02) is seeking a part-time press **fellow** to assist with an aggressive and engaged communications operation for Summer and Fall 2024. This position is based in Rep. Craig's Washington, D.C. office.

The ideal candidate should demonstrate excellent writing and editing skills in addition to a strong work ethic, good sense of humor, and keen attention to detail. Applicants should be prepared to join a highly-collaborative, high-achieving team and possess an eagerness to grow and learn within the office.

This position requires in-office work for 20 hours per week from June through October 2024 with a stipend of \$2,250 per month. As this is a part-time position, health benefits are not included.

Fellowship responsibilities include:

- * Drafting media advisories, press releases, remarks, and other written materials as needed
- * Compiling press clips and tracking media coverage
- * Assisting with constituent correspondence and franked communications
- * Photographing Rep. Craig's meetings and events in DC
- * Other duties to support the communications team as needed

To Apply:

All interested candidates are encouraged to submit a resume, cover letter, and two writing samples to repcraigpress@mail.house.gov with the subject line "2024 Press Fellow [applicant's last name]" by Monday, April 22nd.

Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including marital or parental status), national origin, age, disability, gender identity, or sexual orientation. Our office encourages candidates of diverse backgrounds to apply.

MEM-153-24 DIGITAL AND PRESS INTERN

The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital media and traditional press intern position this Summer.

The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary. Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov

MEM-149-24 SUMMER 2024 DISTRICT OFFICE INTERNS

Office of Congresswoman Sheila Cherfilus-McCormick (D-FL-20)

Summer 2024 Interns – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVAC) seeks motivated, detail-oriented, individuals to gain constituent-oriented internship experience in our wonderful District office for the Summer of 2024 (Jun-Aug). Current college students and recent graduates are welcome to apply.

Responsibilities will include:

District Intern responsibilities include answering phones, analyzing district casework trends, conducting research, engaging in constituent correspondence, and assisting with special projects at the discretion of the District Chief of Staff. As a result, the intern will learn about the important functions of our impactful District office.

Expectations:

- Maintain a positive attitude and good working relationship with the Office;
- Exceptional writing, research, and analytical skills;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing short and long term-projects.

To Apply:

Applications will be accepted on a rolling basis. The Office will contact the best-qualified candidates to begin the interview process. Application materials must be received by 5:00pm EST on April 19th, 2024.

To apply, please email Edward.Mejia@mail.house.gov with “Summer 2024 [Administrative/Communication] Intern” in the subject line and the following materials: (1) cover letter, (2) resume, (3) a writing sample and (4) unofficial transcript.

The Office of Representative Sheila Cherfilus-McCormick is an equal opportunity employer. The Office does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to diversity and inclusion. Individuals from all backgrounds are encouraged to apply.

MEM-148-24 SUMMER 2024 WASHINGTON, DC INTERNS

Office of Congresswoman Sheila Cherfilus-McCormick (D-FL-20)

Summer 2024 Interns – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVAC) seeks legislative, administrative, and communications interns for the

Summer of 2024 (Jun-Aug). Current college students and recent graduates are welcome to apply.

Responsibilities will include:

Legislative Intern: Answering phones, tracking legislation, assisting with briefing materials for hearings, and researching policy topics for the Legislative team.

Administrative Intern: Answering phones, greeting guests, drafting memos, attending briefings, and supporting office operations.

Communication Intern: Answering phones, developing graphics/videos for social media, identifying relevant media contacts at the local, state, and national levels, and drafting talking points, floor speeches, press releases, and other communications collateral.

Expectations:

- Maintain a positive attitude and good working relationship with the Office;
- Exceptional writing, research, and analytical skills;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing short and long term-projects.

Compensation:

\$800 monthly stipend (full-time availability preferred).

To Apply:

Applications will be accepted on a rolling basis. The Office will contact the best-qualified candidates to begin the interview process. Application materials must be received by 5:00pm EST on April 19th, 2024.

To apply, please email Lorenzo.gari@mail.house.gov with “Summer 2024 [Legislative/Administrative/Communication] Intern” in the subject line and the following materials: (1) cover letter, (2) resume, (3) a writing sample and (4) unofficial transcript.

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MEM-140-24 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks a full-time, paid Summer Data **Intern** for a 10-week internship.

The Summer Data Intern will help to support sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives, as well as other administrative functions.

The OCE is seeking candidates interested in the OCE's work supporting ethics and transparency within the House of Representatives. The OCE's investigations often address: campaign finance violations, misuse of official resources, conflicts of interest, and financial disclosure omissions. The Summer Data Intern would join a small, Washington, DC-based, investigative team.

Core Responsibilities:

- Assist the OCE in investigations and case development through the tool-assisted analysis of open source data;
- Support investigative team as appropriate;
- Develop and design simple investigative-databases; and
- Communicate findings to internal stakeholders.

Qualifications:

- Currently pursuing a degree in a quantitative science, engineering, or other STEM field;
- At least a 3.0 GPA on a 4-point scale;
- Prior paid work experience in a STEM or Policy related field, such as:
 - * Computational Social Science,
 - * Computer Science,
 - * Data Analytics,
 - * Economics
 - * Engineering,
 - * Mathematics,
 - * Statistics,
 - * or Political Science;
- Experience using data in real-world scenarios through thesis research, internships, or work experience;
- Demonstrated ability to work alongside non-technical teams;
- Desirable but not required:
 - * Experience using machine learning or artificial intelligence to analyze open source data;
 - * Experience reading semi-structured data using OCR or AI; and
 - * Investigative experience with high-profile and sensitive matters.

Duties:

- Gather publicly available information/records related to potential new matters and/or ongoing matters;
- Conduct ongoing research and case development projects;
- Work with lead Investigative Counsels on cases to support investigations;
- Database management to include:

- *Creating simple relational databases
- *Querying open-source and internal databases
- *Conducting exploratory analyses on databases
- Other duties as required.

Requirements:

- At least three years into an undergraduate degree OR currently pursuing a graduate degree

Compensation:

- The Summer Data Intern will be paid commensurate with experience, unless prohibited from receiving compensation in order to receive educational credit.

Applicant Instructions:

Please send cover letter and resume (electronic submissions preferred) to:

Omar S. Ashmawy

Staff Director and Chief Counsel Office of Congressional Ethics

United States House of Representatives OCEJOB@mail.house.gov

MEM-134-24 Congressman Jared Huffman (CA-02), Ranking Member of the Water, Wildlife, and Fisheries Subcommittee, is seeking applicants for the summer 2024 **internship** program in his Washington D.C. office.

Interns' responsibilities will vary, and range from answering phones, compiling press clips, booking and leading tours, conducting research for legislative staff, attending hearings and briefings, and drafting constituent letters on various issues before the House. We are seeking motivated, organized, and reliable individuals with great communication and writing skills. California ties are preferred.

If you are interested in applying, please send a resume, cover letter, dates and hours of availability and 2 references to DCInternship.Huffman@mail.house.gov.

This office is an equal opportunity employer. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. The office is currently operating with a modified telecommuting policy.

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

No phone calls or drop-ins please.