



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of July 17, 2023**

**MEM-375-23** The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative **interns** for the Fall 2023 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 “Fall 2023 Legislative Intern Application” in the subject line.

The deadline for applications is July 31, 2023. Please no phone calls or drop-ins.

**MEM-373-23** The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Fall 2023 **internship** position in our D.C. office.

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 research to support the needs of the Congresswoman’s staff.

The internship will run through the Fall semester, 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.

Interested applicants should e-mail a cover letter, resume, and short (1-2 page) writing sample in a single document to [Ciara.Donovan@mail.house.gov](mailto:Ciara.Donovan@mail.house.gov) with “[LAST NAME, FIRST NAME] Fall 2023 Internship Application” in the subject line. No calls or drop-ins, please.

Applications will be accepted until Friday, August 11th with applications considered on a rolling basis.

**MEM-372-23** 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 in early September. 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](mailto:KrishnamoorthiPressInternship@gmail.com)

**MEM-371-23** The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person fall **internship**. Current college students and recent college graduates are welcome to apply.

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

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov) with “Cleaver Internship Summer 2023” as the subject. Candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Friday, August 4th. Please, no phone calls, faxes, or drop-ins.

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

**MEM-370-23** The Office of Rep. Ro Khanna (D-CA) is seeking Fall **interns** for in-person positions.

Responsibilities will include communicating with constituents, generating engaging content for the Member’s official social pages (including Facebook, Twitter, and Instagram), designing graphics, conducting legislative research, preparing policy memos for both the Member and legislative staff, drafting constituent letters, and potentially guiding U.S. Capitol tours. Additional responsibilities – such as creating short video clips or pitching legislative

initiatives – are considered based on collaborative goal-setting conversations between interns and their supervisors at the beginning of the internship.

This is a unique opportunity to gain both legislative and communications experience in a supportive, collaborative, and enriching environment. Ideal applicants will be skilled communicators who are kind, curious, and enthusiastic. In addition, experience with conducting research, as well as a background in iMovie, the Adobe creative suite, and TweetDeck, will also be evaluated.

All interns are paid \$17.00 per hour for a maximum of 40 hours a week, however hours are flexible based on the needs of the applicant and the office. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, cover letter, a short writing sample (no more than 2-pages), 2 sample tweets on a current event, a sample graphic (optional) and availability to [cal7operations@mail.house.gov](mailto:cal7operations@mail.house.gov) no later than Friday, July 21st.

**MEM-368-23** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking interns for the fall of 2023. This is an in-person opportunity, with some hybrid work-from-home hours possible. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. Applications are reviewed on a rolling basis.

**Qualifications:**

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

**Responsibilities:**

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

#### **MEM-366-23 PRESS AND DIGITAL 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 fall.

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](mailto:oversightpress@mail.house.gov).

#### **MEM-364-23 Office of Congresswoman Lori Trahan (MA-03) Washington, D.C. Office**

In D.C., our **internship** program runs throughout the fall, spring, and summer terms. Hours can be flexible to accommodate students' course schedules but generally run 9:00 AM to 5:00 PM with options for full-time and part-time employment.

General Internship

In D.C., intern responsibilities include answering phones, researching legislation, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

### Press Internship

In D.C., press interns assist the driven press team by developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operations in the office. Candidates should have a foundation of technical knowledge on social media platforms. Communications, journalism, or public relations studies are a plus. Submission of a sample graphic is recommended but not required.

### District Office

In the district, located in Lowell, our internship program runs throughout the fall, spring, and summer sessions. Internship hours can be flexible to accommodate students' course schedules but generally run 9:00 AM to 5:00 PM with the options for full-time and part-time employment.

Intern responsibilities include answering phones, responding to constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain comprehensive knowledge of Massachusetts' 3rd District, as well as the services the district office provides.

### To Apply

Candidates for the fall internship program should be extremely motivated, flexible, and detail-oriented, with the availability to begin in late August. District ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced workflow, and an interest in public service are encouraged to apply.

You may only apply to one office each session. Previous applicants are encouraged to re-apply, as past applications are not kept on file. The application deadline for the Fall term is August 15th, 2023. Applications are considered on a rolling basis.

To apply, please complete the following form

via <https://trahan.house.gov/forms/internships/>. Additionally, please email your cover letter and resume as PDF documents to: [L.T.Internship@mail.house.gov](mailto:L.T.Internship@mail.house.gov). In the subject line, please include which internship you are applying for, such as "Fall District Office Internship Application."

Our office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

**MEM-362-23** Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Fall 2023 term.

The internships are in-person and will run from September to the end of November. 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, legislative, and communications tasks, and producing a daily memo.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, ability to conduct research, strong writing skills, 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 “Fall 2023 Internship” to [Paige.Ash@mail.house.gov](mailto:Paige.Ash@mail.house.gov).

**MEM-361-23** The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work with her team.

This internship will be primarily in-person in the Washington, DC office with potential for some occasional remote work. The timing of the internship is flexible based on the candidate’s schedule but would ideally start in late August or early September and could last up to 16 weeks. The intern would work with the Congresswoman’s dynamic team to improve the lives of Seventh District constituents and communities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Constituent services: assist the front office staff with answering constituent questions over the phone and through the mail, draft correspondence, and assist with other office administration tasks;
- Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process;
- District research: research and compile information for district events and outreach;
- Communications: collaborate with the Communications team on tasks as needed such as writing letters and tracking social media accounts; and
- Other duties as assigned

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Responsible, reliable, punctual
- Has knowledge of the district, its constituents, and its needs
- Able to problem solve, think quickly, adapt, and handle sensitive information

**HOURS & COMPENSATION:** Candidates will work approximately 30 hours a week. The schedule is flexible and based on candidate's schedule. This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

**TO APPLY:** Please submit a resume and a 1-page cover letter that answers the following questions in a single PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application.

Email this information to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with the subject line "Fall 2023 Internship – First Name, Last Name."

**DEADLINE:** Applications received by July 31, 2023 will be considered.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

**MEM-357-23** Congressman Jerry Nadler (NY-12) is seeking paid undergraduate student **interns** for the Fall 2023 semester in his Washington, DC office.

Applicants should be interested in learning the daily, detailed operations of a congressional office: responding to constituent problems and concerns, writing letters, drafting policy memos, legislative research, and performing general office tasks. Excellent communication skills are important.

Interns must be able to commit to at least 25 hours per week and should have completed their first year of college. This internship will run from September 2023 – December 2023.

Please send a resume, cover letter, and 1-2 page writing sample to [NY12.Internship@mail.house.gov](mailto:NY12.Internship@mail.house.gov) by July 28th, 2023. In your cover letter, please note your availability on each day of the week, your legislative interests, and why you would like to work for Congressman Nadler.

Congressman Nadler's office strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. Congressman Nadler's office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.



**MEM-356-23** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session.

The start date would be as early as Aug 3 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to [paxton.antonucci@mail.house.gov](mailto:paxton.antonucci@mail.house.gov). Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-353-23** The Democratic Staff of the Committee on Science, Space, and Technology seeks full or part-time paid **interns** for Fall 2023. This position will include a combination of telework and in-office work as safety and logistics permit.

**Duties/Responsibilities:**

Interns will work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Interns will help staff prepare for hearings and markups, take notes on relevant committee activities, and work on research, oversight, and press-related projects. Interns will also perform administrative tasks such as answering phones, greeting visitors, and filing official documents.

**Qualification/Skills:**

Candidate should be detail-oriented and possess strong oral and written communication skills. The position requires an ability to multitask and adapt to a fast-paced environment. A background and/or interest in subject areas within the committee's jurisdiction is strongly preferred.

Interested applicants should email a resume and cover letter to [sstdeminterns@mail.house.gov](mailto:sstdeminterns@mail.house.gov). Applicants will be accepted on a rolling basis.

No calls or drop-ins please.

**MEM-351-23** The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Fall **internship** in our Washington D.C. office.

Qualified candidates will have strong oral and written communication skills, eager to learn, detail oriented, and passionate about public service.

Responsibilities include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and the staff
- Attending hearings and briefings

The ideal candidate will be available from September through December and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session. District ties and Southern California ties are strongly preferred.

To apply for an internship please email [Sam.Schiller@mail.house.gov](mailto:Sam.Schiller@mail.house.gov) by midnight ET on July 21st, 2023, with a resume and cover letter in a single PDF file. Please have your email subject line read “Fall Internship Application – (First Name, Last Name).”

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-350-23** Congressman Kevin Mullin’s (CA-15) D.C. office is seeking an in-person, part-time, paid press **intern** for Fall 2023.

The press intern will work closely with the Press Secretary and occasionally the legislative team.

Applicants should be organized, creative, familiar with current events, and detail-oriented. Responsibilities include answering telephones, compiling daily press clips, creating content for social media, drafting press releases, newsletters, and other written materials, maintaining press lists, clipping floor and hearing remarks, and designing graphics.

The ideal candidate is team-oriented, has written and oral communication skills, experience with graphic design, and relevant communications experience. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

This position pays \$15 per hour and will be based on an approximately 25-hour work week. Interested applicants should send their resume and a cover letter explaining their interest and any relevant experience to [Mullininternships@gmail.com](mailto:Mullininternships@gmail.com) with the subject line “Mullin Fall Press Internship Application.”

California ties are preferred, but not required. The deadline to apply is July 28th, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity.

**MEM-349-23** The Washington, DC office of Congressman Kevin Mullin (CA-15) is accepting applications for paid legislative **internships** for the fall semester.

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 Fall term begins late-August or early-September and ends mid- to late-December with flexible start and end dates. Work will be in-person and is compensated at \$15 per hour.

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 – Fall Internship. Additionally, please note your availability and any ties to the Bay Area or California in the body of your email. The deadline to apply is July 25th, 2023. Due to the large volume of applicants, only those applicants 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-348-23** The Office of Congressman Maxwell Alejandro Frost is hiring an **intern** in our Washington, D.C. office for the fall 2023 semester.

Interns will gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but we

generally require 35 hours a week and pay \$18 an hour.

Interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

District and Florida ties preferred. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should apply via <https://frost.house.gov/services/internships> The deadline to apply for the fall session is July 31, 2023.

**MEM-347-23** Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Fall 2023 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, Troy, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to [Internships.AL02@mail.house.gov](mailto:Internships.AL02@mail.house.gov) with the subject line "Fall Intern Application 2023 (Office Location)." Please specify in the email and subject line which office you are applying for.

**MEM-346-23** The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for in-person fall **internships** in her Washington, D.C. office.

Responsibilities will include:

- Answering phones,
- Conducting a semester-long capstone project,
- Writing constituent letters,

- Assisting legislative staff with research, and
- Categorizing mail.

Successful candidates will work well under pressure, are organized, hard-working, detail-oriented, have customer service/retail experience, and can have some fun! Ohio ties are preferred but not required, and candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. Interns will be eligible for a monthly stipend.

Interested applicants should send a resume, writing sample, and cover letter to [OH11InternResumes@mail.house.gov](mailto:OH11InternResumes@mail.house.gov) with “Fall Intern [LASTNAME]” in the subject line. The deadline to apply is July 21 close of business. No phone calls or drop-ins, please.

**MEM-344-23** U.S. Rep. Lloyd Doggett (D-Texas) seeks **interns** for his Washington office in Fall 2023.

Texas connections a plus. Upload resume, brief writing sample, and three references at <https://doggett.house.gov/services/internships>. No calls or drop-ins please.

**MEM-341-23** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2023 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: [cartwright.house.gov/services/internships](http://cartwright.house.gov/services/internships)

No phone calls or drop-ins please.

**MEM-338-23** Congresswoman Kay Granger’s Washington DC office is seeking paid congressional **interns** for Fall 2023.

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

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Fall 2023 Internship” to [Grace.Looney@mail.house.gov](mailto:Grace.Looney@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-337-23** The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a part-time (20 hours a week) or full-time (40 hours a week) fall internship in our Washington D.C. office.

The preferred dates of this internship are August 28th through December 15th but can be flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

Compensation information:

- Interns will be paid an equivalent of \$3,200/month full-time or \$1,600/month part-time
- Academic credit may be available and should be arranged with your academic institution

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring,

discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

**Application:**

We are currently accepting applications for an internship based in Washington D.C.. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages. Rolling applications are open until July 23rd at 8:59 PM PST/ 11:59 PM EST.

**MEM-336-23** The Office of Congresswoman Sylvia R. Garcia (TX-29) is seeking motivated, detail-oriented, and energetic individuals for a legislative **internship** in Washington, DC for Fall 2023.

This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply.

Responsibilities include but are not limited to drafting constituent correspondence on a variety of issues, assisting legislative staff with research, leading Capitol tours, answering and screening telephone calls, managing the front office, participating in Committee hearing and markup preparation, drafting memorandums, and other duties as necessary.

This position is available beginning late-August 2023 through December 2023. Interested applicants should send a resume, cover letter, and writing sample to the Intern Coordinator, Kriti Korula, at [kriti.korula@mail.house.gov](mailto:kriti.korula@mail.house.gov) with the subject line "Garcia Fall Internship Application". Applications will be accepted until July 21, 2023, COB. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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-334-23** The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for the part-time summer **internship** program in the Washington, D.C. office. The internship will run from August to December.

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

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary.

Interested applicants should send their resumes and a cover letter to [mckayla.swan@mail.house.gov](mailto:mckayla.swan@mail.house.gov). Please use the subject line "Summer 2023 internship."

**MEM-333-23** A GOP Texas Member of Congress seeks a paid, full-time Press/Digital **Fellow** for the fall semester.

Responsibilities include drafting digital content and graphics, assisting with the e-newsletter, media monitoring, and assisting the Press Assistant and Communications Director with various communications-related tasks.

The ideal candidate possesses strong writing skills and experience using Canva and/or Adobe Creative Suite.

Interested applicants should submit a cover letter, resume, and both a writing and digital sample to [maddie.bruno@mail.house.gov](mailto:maddie.bruno@mail.house.gov)

**MEM-331-23** The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented **internship** experience in the DC 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 September 5th, 2023---December 14th, 2023. The internship is paid full-time internship, interns must work at least 30 hours a week and will be provided a travel stipend. Typical hours for internships



are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, 1 writing sample on a current issue, and at least one reference to [norton.casework@mail.house.gov](mailto:norton.casework@mail.house.gov).

The deadline to apply is 9:00 am EST, Tuesday, August 11th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-330-23** Rep. Mike Collins (GA-10) is currently seeking full-time or part-time **interns** to work in his Washington, D.C. office for the Fall 2023 term.

Intern responsibilities include communicating directly with constituents, in-depth policy research, assisting the communications team, leading Capitol tours, and performing administrative tasks. Interns will also be able to attend exclusive lectures, sit in on committee hearings, and participate in press events. Ideal candidates have a positive attitude, strong work ethic, excellent communication skills, and a willingness to learn.

Those interested should send their resume to [Jonathon.Hatz@mail.house.gov](mailto:Jonathon.Hatz@mail.house.gov) with "Fall 2023 Internship" in the subject line or fill out our internship form here: <https://collins.house.gov/services/internships>. Applications are reviewed on a rolling basis. If you have any questions, please do not hesitate to reach out. This is a paid internship.

**MEM-322-23** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Fall 2023.

\*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 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 July 28, 2023, 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-318-23** “Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2023 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to [savannah.coughlin@mail.house.gov](mailto:savannah.coughlin@mail.house.gov) with “Fall 2023 Internship” in the subject line.”

**MEM-317-23** The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with

Executive Branch officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full-time are preferred. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to [SSCPJobs@mail.house.gov](mailto:SSCPJobs@mail.house.gov), with “Fall 2023 Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

**MEM-316-23** The Office of Congressman Robert Garcia (CA-42) is currently hiring for a paid part-time press **intern** position to work in the Washington, D.C. office. The internship will run through late August 2023.

The Press Intern works closely with the communications team. Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media

The ideal candidate must be able to work in a fast-paced environment and have interest in political communications.

All qualified applicants, including candidates of diverse backgrounds, are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Interested applicants should send a one-page resume, and 2 relevant sample tweets to [sara.guerrero@mail.house.gov](mailto:sara.guerrero@mail.house.gov) and [marissa.davis@mail.house.gov](mailto:marissa.davis@mail.house.gov) with

“Full Name –Summer Press Intern 2023” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-311-23** "The Washington D.C. Office of Congressman Anthony D’Esposito is looking for highly motivated individuals for their fall **internship** program.

Candidates should be able to work efficiently in high stress, fast moving environments and handle multiple projects at the same time. Duties include answering phones and speaking with constituents, greeting guests in the front office, assisting the legislative and communications teams, and leading constituent tours. Interns will get a unique look behind the scenes of the federal legislative process and will gain valuable public policy experience. Ties to the district are preferred but not required.

Interested candidates should submit their applications to <https://desposito.house.gov/services/internships> for consideration."

**MEM-308-23** “The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this fall.

The fall internship is from August – December 2023 and is open to college students and recent graduates. In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

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 two references to [LBR.Internship@mail.house.gov](mailto:LBR.Internship@mail.house.gov), indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. “DC Fall 2023 Internship – NAME”).

Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please. “

**MEM-304-23** Representative Mary Gay Scanlon (PA-05) Paid Fall 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 [Emily.Kastenberg@mail.house.gov](mailto:Emily.Kastenberg@mail.house.gov) with the subject line “Fall Legislative Internship, NAME” by July 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-597-22** House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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.

Interested applicants should send a cover letter, resume, and brief writing sample to [housedemjobs@gmail.com](mailto:housedemjobs@gmail.com) with “Legislative Fellow” in the subject line.