



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**INTERNSHIP VACANCY LISTING**

**Week of October 23, 2023**

**MEM-537-23 Press Intern:**

Congressman Kevin Mullin's (CA-15) D.C. office is seeking an in-person, part-time, paid press intern for Spring 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, a cover letter explaining their interest and any relevant experience, and one sample graphic to [Mullininternships@gmail.com](mailto:Mullininternships@gmail.com) with the subject line "last name, first name - Mullin Spring Press Internship Application" in one PDF. California ties are preferred, but not required. The deadline to apply is November 17th, 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-536-23** Legislative **Intern:**

The 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, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The Spring term begins early- to mid-January and will end late-April early-May 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 – Spring Legislative 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 November 17th, 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-535-23** Congressional **Internship** (Washington, D.C. Office)

The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Spring 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

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 January through April and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session. Students with ties to the district or to Southern California are strongly preferred.

To apply for an internship please email [Sam.Schiller@mail.house.gov](mailto:Sam.Schiller@mail.house.gov) by midnight on November 3rd 2023, with a resume and cover letter in a single PDF file. Please have your email subject line read “Spring 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-534-23** Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Spring 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 two references 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.

#### 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-533-23** Representative Mary Gay Scanlon (PA-05) Paid Spring 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 "Spring Legislative Internship, NAME" by November 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-531-23** Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 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 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 "Spring 2024 Internship" by 11:59PM on November 17. Please send completed application form and all application materials in a single PDF file.

Link to website: <https://delauro.house.gov/services/internships>

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-528-23** "Congresswoman Susan Wild [D-PA] seeks full or part-time paid **interns** to assist her legislative and press teams in Washington, D.C. for Spring 2024. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January.

Intern responsibilities include answering constituent phone calls, compiling press clips, and assisting staff with projects in a wide array of issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

To apply, please e-mail a resume, cover letter, and short writing sample to [wildinterns@gmail.com](mailto:wildinterns@gmail.com). Also include policy areas of interest, desired start date, and availability. Applications will be considered on a rolling basis; deadline to apply is Friday, November 3rd COB."

**MEM-525-23** The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Spring 2024 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

**Responsibilities:**

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to [CHAInternGOP@mail.house.gov](mailto:CHAInternGOP@mail.house.gov).

**MEM-524-23** Spring Press **Internship** ----

Congressman Dan Goldman offers internships in his Washington D.C. To apply, please submit your resume, cover letter, and a short writing sample as one PDF below.

We are proudly an office that is an equal opportunity employer. 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 ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Spring Priority Application Deadline: Friday, November 10th at 5pm.  
Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Compiling daily press and TV/Radio clips
- Drafting press releases
- Transcribing the Congressman's public remarks
- Maintaining the office's press list and identifying new contacts
- Supporting our Digital Manager in social media and graphic design projects
- Answering phones
- Batching emails and drafting responses to constituents
- Assisting staff with events

#### Applicant Requirements

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills including the ability to prioritize, and track work status
- Attention to detail
- Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

<https://goldman.house.gov/services/internships>

Please do not call in or come to our office to ask the status of your application. We will contact applicants to provide them with next steps.

#### **MEM-523-23** Legislative **Internship/Clerkship** ----

Congressman Dan Goldman offers internships and clerkships in his Washington D.C. To apply, please submit your resume, cover letter, and a short writing sample as one PDF.

We are proudly an office that is an equal opportunity employer. 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 ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Spring Priority Application Deadline: Friday, November 10th at 5pm.  
Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Answering phones
- Batching emails and drafting responses to constituents
- Assisting staff with events

- Researching legislation and legislative ideas
  - Giving Capitol Tours.
  - Attending briefings and hearings for staff and drafting memos about them
- Applicant Requirements
- Effective communication skills for verbal and written correspondence
  - Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
  - Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
  - Time management skills including the ability to prioritize, and track work status
  - Attention to detail
  - Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

<https://goldman.house.gov/services/internships>

Please do not call in or come to our office to ask the status of your application. We will contact applicants to provide them with next steps.

#### **MEM-522-23 Legislative Intern**

The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative interns for the Spring 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 “Spring 2024 Legislative Intern Application” in the subject line.

The deadline for applications is October 27, 2023. Please no phone calls or drop-ins.

**MEM-521-23 Fern Holland International Affairs Fellowship:**

Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs Fellowship program.

This is a full-time, paid foreign policy fellowship for Spring 2024. This opportunity is only open to candidates who are Pell Grant-eligible. The fellowship is in our Washington, D.C. office. Recent college graduates, and students currently enrolled in graduate school are preferred. Under very rare circumstances, the office will also hire undergraduate students.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, people of color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship form below:

[https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

If you have trouble accessing the application form above, please email Brenna Goss ([brenna.goss@mail.house.gov](mailto:brenna.goss@mail.house.gov))

If selected, you will be required to submit a FAFSA form. We are accepting applications for Spring through November 15, 2023 at 11:59pm. Feel free to call our office with any questions you may have at (202) 225-8020 or email Brenna Goss.

**MEM-520-23 Digital Communications Internship:**

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for Spring 2024.

The internship is in-person and based out of our Washington, D.C. office. Preference will go to applicants available to join us for a minimum of 20 hours per week during the Spring semester. A financial stipend will be provided.

#### RESPONSIBILITIES

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter
- Helping maintain and updating the Congressman's website
- Conducting research and providing staff support for the communications team
- Candidates should be familiar with Adobe Illustrator or Photoshop \*(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability
- Ability to handle multiple tasks on tight deadlines
- Be a team-player

#### APPLICATIONS

Applicants can access the application here:

[https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

Please submit a resume, cover letter, and three or more samples of your digital work. Note that applications are due at 11:59pm on November 15, 2023.

If you have trouble accessing the application form above, or if you have any questions please email Michael Suchecki ([michael.suchecki@mail.house.gov](mailto:michael.suchecki@mail.house.gov))

#### **MEM-519-23 Spring Internship:**

Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an internship in his Salem office and Washington D.C. office in Spring 2024.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Under very rare circumstances the office will also host high school students. Interns receive a stipend distributed based on total hours worked.

#### D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.

- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

#### DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

#### APPLICATIONS

Applicants can access the application

here: [https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

Applicants can find more information on the internship portal at [moulton.house.gov](http://moulton.house.gov) under the ‘Services’ tab. All applications are due on November 15, 2023 at 11:59pm.

If you have trouble accessing the application form above, please email Brenna Goss ([brenna.goss@mail.house.gov](mailto:brenna.goss@mail.house.gov)).

**MEM-518-23** Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Spring 2024 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 & legislative 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 “Spring Intern Application 2024 (Office Location).” Please specify in the email and subject line which office you are applying for.

**MEM-516-23** Spring **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12)

Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Spring 2024. The internship is in-person and will run from mid-January to mid-May. 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 “Spring 2024 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-515-23** 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 mid-January or early February 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 "Spring 2024 Internship – First Name, Last Name."

**DEADLINE:** Applications received by October 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-514-23 Legal Fellowship**

The Washington D.C. office of Rep. Ken Buck (CO-04) is seeking a legal fellow for the fall semester.

The legal fellow will have a substantive role in the Judiciary Committee portfolio, including all hearings and markups. The portfolio also includes technology and telecommunications. The ideal candidate is at least a 2L and able to commit to at least 20 hours per week, with some longer days depending on Judiciary Committee activity. Candidates must be either in law school or have graduated from a law school.

The paid fellowship lasts 4 months with the option to go from December through March or January through April, the candidate must commit to staying all 4 months, in-person. Our office encourages you to work with your school for this experience to count as course credit towards graduation.

Job responsibilities include communicating with Judiciary Committee staff and other offices to advance the congressman's legislative agenda; briefing the congressman on all committee related activity; reviewing legislation and making

policy recommendations to the congressman (always in coordination with the chief of staff); drafting House floor/committee remarks; drafting letters to other government bodies or the private sector; and coordinating with the communications team to publish the congressman's legislative work.

This is a unique opportunity to work for a senior member of the House Judiciary Committee. In this role, you will be able to build relationships in congress with other staffers and with national interest groups. An individual who appreciates a fast pace and a dynamic workload will thrive in this role.

**Qualifications:**

- Candidates must be either in law school at the 2L level or above, or have graduated from law school.
- Competitive applicants will have strong written and interpersonal communication skills.
- Candidates must be able to work in-person, in Washington, DC for four months.

All interested applicants should e-mail their resume, cover letter, and writing sample to Stephanie Gross at [Stephanie.Gross@mail.house.gov](mailto:Stephanie.Gross@mail.house.gov) with the subject line "Spring 2024 Legal Fellow". Please send all attachments as PDFs.

**MEM-513-23 Congressional Internship**

The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting internship applications for the Spring of 2024. Typical duties will include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, and cover letters to [stephanie.gross@mail.house.gov](mailto:stephanie.gross@mail.house.gov) with the subject line "Spring 2024 Internship."

**MEM-511-23 The House Natural Resources Committee Democrats seek full-time interns for Spring 2024 (January – May).**

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources

Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and 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 (Staff Assistant) at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line "HNRC Spring Internship Application – First Name Last Name" by close of business on Friday, October 27, 2023. Include a cover letter, résumé, a short writing sample, and your availability during the Spring Internship timeframe (January – May). Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

**MEM-509-23** Washington, D.C., Office **Intern**

The Washington, D.C., Office of Congressman Adam B. Schiff (CA-30) is seeking professional, enthusiastic, and hardworking interns to assist staff with administrative and legislative work.



The Winter/Spring 2024 term runs from early January through late April and is open to undergraduate students and recent college graduates. Interns typically work three days per week, with flexibility to accommodate class schedules. Interns will receive a stipend. Academic credit is also available.

#### Responsibilities

- Front office duties, including answering telephones, sorting mail, greeting visitors, and assisting with the Congressman's meetings
- Compiling press clips and assisting the communications team
- Processing and drafting responses to constituent correspondence
- Attending briefings and conducting policy research as requested by legislative staff
- Performing various other tasks to ensure the office functions smoothly

#### To Apply

To apply for an internship with Congressman Schiff, please fill out the internship application form on our website ([schiff.house.gov/help/internships](https://schiff.house.gov/help/internships)) by 11:59pm PST on November 15, 2023.

Please note that we always receive more applications than we can accommodate and that applicants with ties to the 30th District are given preference. Candidates from BIPOC, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply.

**MEM-504-23** 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 Spring 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 Spring Internship Application – FirstName LastName" by Sunday, November 5th.



**MEM-503-23**    **TITLE: Legal Intern**

**REPORTS TO:** General Counsel/Deputy Staff Director

**JOB SUMMARY:** This temporary position performs a key role in assisting committee staff with the development and execution of the Committee on House Administration's strategy with respect to elections, legislative oversight, copyright, and Capitol security issues, as well as ensuring that the committee's activities are operated in conformance with applicable statutes, House Rules, and Committee Rules. The goals of this position include the development of the incumbent's legal research, writing, and advice skills, exposure to the Committee's areas of jurisdiction, and increased knowledge of the Legislative Branch.

**MAJOR DUTIES:**

- Legal research as directed by the General Counsel or other members of the legal team.
- Writing tasks to include plain English advice and memoranda.
- Committee hearing/meeting monitoring and preparation assistance.
- As the congressional calendar warrants, assistance to the General Counsel with respect to the debate of legislation either in Committee or on the Floor of the House.
- Other duties as assigned.

**REQUIREMENTS:**

- Enrolled at an accredited U.S. law school (or a recent graduate).
- United States citizenship.
- Demonstrated interest in developing legal research and writing skills and open to mentoring and constructive, productive feedback.
- Ability to initiate and maintain positive working relationships with colleagues.
- Ability to complete assigned tasks and prioritize those tasks in an efficient manner in a high-pressure environment that may require tight deadlines.
- Dedicated focus on strong communication.
- Ability to act with integrity and in a fair and equitable fashion toward all Members, staff, and stakeholders.
- Anticipates and adjusts for problems.
- Creative and has a willingness to learn and grow.

**BENEFITS:**

- Paid stipend.
- Transit benefits.
- Class credit (if available through the law school).

**APPLICATION:** To apply, please send a resume and writing sample to [Hannah.Fraher@mail.house.gov](mailto:Hannah.Fraher@mail.house.gov).

\* This is a Congressional position. Applicants' partisan affiliation may be considered. \*

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties, and skills required. The duties may be changed, and other duties may be assigned.

**MEM-502-23** 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 spring. The spring **internship** is from January 2024 – May 2024 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 Spring 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-501-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2024 session.

The internship would begin on January 2 and last until April 28. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend.

The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.

- Demonstrate an interest in politics, policy, and/or public service.
  - Have strong communications and writing skills.
  - Be hard-working, dependable, detail-oriented, and professional.
- North Carolina ties are preferred but not required.

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.

**MEM-492-23** "The Washington D.C. Office of Congressman Anthony D'Esposito is looking for highly motivated individuals for their spring **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 via <https://desposito.house.gov/services/internships> for consideration."

**MEM-486-23** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring internship session.

The start date would be as early as the beginning of January (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-484-23** 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-480-23** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2024.

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-479-23** The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking 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, participate directly in the oversight process, and learn 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 superior attention to detail, work well under pressure, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to work 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 “Spring 2024 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-476-23** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Winter 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 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 November 10, 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-465-23** Fall 2023 Legal **Fellow** – 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 a full or part time legal fellow to work on their legislative team for the Fall of 2023 with an interest in either foreign affairs, health care, housing, or economic development.

Primary responsibilities include supporting senior legislative staff in developing legislative proposals, working with constituents and stakeholders, tracking legislation, drafting letters, and participating in comprehensive research. Candidates should have exceptional writing, research and analytical skills.

Demonstrated interest in working on policy issues – such as foreign affairs (Africa and Western Hemisphere with a special focus on Haiti), health care, housing, or economic development – is preferred. This is a full-time position based in Washington, D.C.

Education/Experience:

- Must be currently enrolled in a Juris Doctor program.
- Congressional experience, including internships, is preferred.

Expectations:

- Full (preferred) or part time availability;
- Maintain a good working relationship with the legislative department;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing long term-projects.

Compensation:

\$3,000 monthly stipend.

To Apply:

Applications will be accepted until the position is filled. The Office will contact the best-qualified candidates to begin the interview process. To apply, please email [Fabian.Lucero@mail.house.gov](mailto:Fabian.Lucero@mail.house.gov) with “Fall 2023 Legal Fellow” in the subject line and the following materials: (1) cover letter, (2) resume, (3) transcript, (4) two references including name, current title and organization, phone number and email.

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.