



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of September 16, 2024

MEM-380-24 The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Spring 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from early January through late May.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Interships@mail.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-379-24 The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Spring 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from early January through late May.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the "Legislative Internship" form our website, Houlahan.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-376-24 The Office of Rep. Abigail Spanberger (VA-07) is seeking a short-term **Foreign Affairs Fellow**. This is a paid fellowship opportunity that would begin in September and end mid-to-late December. The Foreign Affairs Fellow would support the Congresswoman's work on foreign affairs, armed services, defense, and intelligence.

The fellowship is ideal for candidates who have recently finished a graduate program in international affairs or security studies, or have some prior work experience in these issues and are looking to make a career transition or “try out” working on Capitol Hill. Current graduate students who are able to work during business hours will also be considered. Candidates with prior Capitol Hill experience will also be given strong consideration, but Capitol Hill experience is not required for this role.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

Fellows will be provided with a monthly stipend. For Fellows who are able to work full-time (40 hours per week), the stipend will be \$3,200/month. The office will also consider candidates able to work slightly less than full time (e.g. 30 hours per week), at a pro-rated monthly stipend amount.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Foreign Affairs Fellow – [Last Name]” as the subject line. Please include in your cover letter your availability (preferred start and end dates, and hours per week).

This office is an equal-opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.