



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of September 13, 2021

MEM-355-21 Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated fall **interns** for his D.C. office. Strong oral and written skills, close attention to detail, and a passion for government and politics is imperative.

Tasks include answering the phones, addressing constituent concerns, and supporting legislative staff as needed. Ties to California's 30th Congressional District are a plus, but not required.

This is a paid, full-time internship. Interested applicants should e-mail a cover letter and resume to Brads.Interns@mail.house.gov.

MEM-353-21 Congressman Steve Cohen (TN-09), Chairman of the Constitution, Civil Rights and Civil Liberties Subcommittee, is accepting applications for a full-time legal **fellowship** position in his Washington, D.C. office.

Positions are available starting October 1, 2021, through December 31, 2021, with an opportunity for an extension. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines.

Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect

to work on a variety of issue areas including matters before the House Judiciary Committee. Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for recent law school graduates seeking substantive Capitol Hill experience. No undergraduate students will be considered. Tennessee ties are preferred, but not required.

A stipend will be provided to qualifying fellows. Interested applicants should email a resume, cover letter, a short writing sample and references to Cohen.jobs@mail.house.gov with "Legal Fellowship" in the subject line. Please, no calls or walk-ins.

MEM-347-21 The office of Congresswoman Cori Bush (MO-01) is seeking a Press/Digital **intern** to join a dynamic team intent on doing the most for everyone in St. Louis, starting with those who have the very least.

The Press/Digital Intern will build press lists, draft social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), assist with press clips, design graphics, and create short video clips as needed. The intern will be an integral part of the communications team, generating engaging content for the Member and supplying creative ideas throughout the week. Ideal applicants will have a background the Adobe creative suite.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities 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, criminal history or parental status.

LOCATION: St. Louis District office or Remote

COMPENSATION: \$15/hr (15 to 20 hours per week)

START DATE: September 6, 2021*

END DATE: December 17, 2021 *

*Dates subject to change/availability

To apply, please visit: <https://forms.gle/my6ZvfPjnvicQ3Gi7>

MEM-346-21 Fiscally and Socially Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Please send all applicant resumes to Madelyn.derks@mail.house.gov

MEM-344-21 Congressman Jeff Fortenberry's office (NE-01) is looking for fall **interns**. The internship is for the Member's Washington, DC office and will run through the fall semester. General hours are 9am - 5pm when out of session and 9am – 6pm in session.

The internship is a great way to learn about the inner workings of Capitol Hill, gain an introductory knowledge of the legislative process, and network with others. Duties include: answering phones and talking with constituents, researching various topics to assist the legislative/policy team, running errands, helping to craft letters and general office support.

Please email your resume and cover letter to will.burger@mail.house.gov

MEM-339-21 The Office of Congressman Sam Graves (MO-06) is seeking a full OR part time paid **intern** for Fall 2021 in his Washington, D.C. office.

Responsibilities include aiding in constituent services (drafting letters and answering phone calls), researching legislation, attending hearings and lecture series, and leading tours of the U.S. Capitol.

This opportunity is open to college students who are at least 18 years of age. Applicants should have a strong interest in U.S. politics, a desire to serve the public, excellent customer service skills, and a positive attitude. Connections to the district or Missouri are preferred but not required.

Interested applicants should send their resume, availability, and a brief cover letter to Chase.Hite@mail.house.gov with the subject line: Fall 2021 Internship.

MEM-338-21 U.S. Representative David N. Cicilline is seeking part-time, remote legal **interns** for the fall 2021 semester to work with his legislative team.

Interns will work closely with the office's Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, and providing other assistance as needed. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women's issues/reproductive rights.

This internship is open to current 2L and 3L law students in good academic standing. Students must be able to receive academic credit for the internship and

are expected to work 2-3 days per week. This position will be completely remote but will entail frequent communication and collaboration with Legislative Counsel and other staff.

Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com.

Please send all application documents in a single PDF file and include “Legal Intern Application” in the subject line.

MEM-333-21 Congressman Dan Meuser (PA-09) seeks applicants for part-time and full-time paid **internships** for Fall 2021 in his Washington, D.C. office.

Interns will assist with legislative and administrative tasks by conducting research, answering phones, leading tours, drafting letters, among other tasks. Pennsylvania ties are preferred but not required.

Interested candidates should send a cover letter and resume to PA09Jobs@mail.house.gov. Please no drop-ins or phone calls.

MEM-332-21 The Democratic Staff of the Committee on Rules is seeking full-time, energetic **interns** for the fall (September – December).

Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks.

Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants can submit their application online at <https://forms.office.com/g/TV5XdH47vb>

MEM-326-21 Congressman Alexander X. Mooney (WV-02) is currently seeking **internship** applicants in the D.C. office for Fall of 2021. Qualified applicants should possess

strong communication skills, strong writing skills, and be interested in learning about the legislative process.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and hearings, writing summary briefs, and conducting research and additional tasks to assist the staff. West Virginia ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to gop1863interns@gmail.com.

Closing date September 17.

MEM-307-21 The House Judiciary Committee Democratic staff are looking for **interns** for the spring semester.

The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law. Stipends will be available to spring interns.

Intern assignments will vary depending on the work of the Judiciary Committee each semester.

Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee 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.

The deadline to apply for the spring semester is October 1, 2021.

This internship is based in Washington, DC. To learn more and apply, please visit judiciary.house.gov/about/internship-opportunities.htm