

# House Vacancy Announcement and Placement Service

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## Internship Openings

Week of December 22, 2025

MEM-391-25

**Job Title:** Intern (Minority)

**Office:** House Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party (Select Committee on China)

**Location:** Washington, D.C.

### Overview:

The Democratic Staff of the U.S. House Select Committee on Strategic Competition between the United States and the Chinese Communist Party seeks qualified students and recent graduates for paid internships beginning as early as Monday, January 12<sup>th</sup>. This position is hybrid (in-office and remote).

Responsibilities include, but are not limited to, assisting committee staff in preparing for congressional hearings, conducting legislative research, providing support to investigations, drafting memoranda, and performing other policy and administrative tasks as necessary. Interns play a key role in the office and will work closely with Select Committee counsel and staff.

Our ideal candidates are organized, committed, and 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. Ideal candidates possess strong organizational, communication, research and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. A background and/or interest in subject areas related to the People's Republic of China is strongly preferred.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [SCCDems.resumes@mail.house.gov](mailto:SCCDems.resumes@mail.house.gov). Please put "Spring 2026 Intern Application" in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.



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## MEM-390-25

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 **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-388-25

### **Digital/Press Intern**

The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press Intern to assist with a fast-paced communications operation based in his Washington, D.C. office for the Spring 2026 term (January - May). The Digital/Press Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics. Qualified candidates should have strong writing, editing, and social media skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director, Digital Director/Press Secretary, Legislative Correspondent/Aide, and Scheduler.



## RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital/Creative Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting with press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Legislative Correspondent and Scheduler with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, writing cosponsor recommendations, etc.)

## PREFERRED EXPERIENCE:

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

## TO APPLY:

The internship will run from mid-to-late January to May. The hours are roughly 32 hours a week and are flexible to accommodate schedules, but generally run 9 AM to 6 PM ET when Congress is in session and 9 AM to 5 PM ET when Congress is out of session. This position is in-person. Interested applicants should email a resume, cover letter, writing sample, two digital samples, and hours & dates of availability to [Tommy.Vo@mail.house.gov](mailto:Tommy.Vo@mail.house.gov) with the subject line **“First Name Last Name – Digital Intern.”**

This is a full-time, limited term position and offers a \$1,500 monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. ***Deadline to apply is Monday, January 5, 2026. However, candidates are encouraged to submit their materials early to ensure timely consideration.***

## MEM-386-25

The Office of Congressman Nick Langworthy (NY-23) is seeking **interns** in our Washington, D.C. Office for Spring 2026. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. New York ties are preferred but not required.

## Internship duties may include:



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- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending Congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Assisting the communications team
- Conducting tours of the US Capitol for constituents
- Other projects as assigned by staff

To apply, please send your resume and cover letter to [justin.pavonarius@mail.house.gov](mailto:justin.pavonarius@mail.house.gov) with the subject line “Spring 2026 Internship Application.”

### MEM-385-25

The House Democratic Policy and Communications Committee (DPCC) is seeking a motivated, digital-savvy fellow to join an aggressive communications team for the **Spring fellowship term**. This digital fellowship includes the production of high-quality web graphics and videos, as well as assisting with events and various projects to further House Democrats’ work and messaging. Candidates must possess strong technical skills, advanced creativity and artistic ability, and a high level of attention to detail. Knowledge of Adobe Creative Suite (Premiere, Photoshop, InDesign) and Microsoft Excel/Google Sheets is required. Candidate must be a good team player, willing to work on multiple projects at once, and able to work under tight deadlines.

This is a 4-month fellowship with a \$3,200 a month stipend. The fellowship is full-time and in-person in Washington, DC. Please submit all application materials to the following form by 5PM on Friday, January 2, 2026.

[https://docs.google.com/forms/d/e/1FAIpQLSeFgFxe\\_INtXwoXo4-chAHOfcjdZpDp9yxQoOOrkYfDWjP1mA/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeFgFxe_INtXwoXo4-chAHOfcjdZpDp9yxQoOOrkYfDWjP1mA/viewform?usp=header)

### MEM-383-25

Congressman Mike Levin (CA-49) seeks a **legislative intern** for his Washington, D.C., office for the Spring 2026 quarter. Exact dates are flexible, but earliest available start date is March 23, 2026.

This internship provides an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Applicants should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude. Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for academic credit. Applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.



**Legislative intern responsibilities include:**

- Attending committee hearings and congressional briefings,
- Conducting policy research and drafting legislative materials,
- Authoring constituent correspondence on a range of policy issues,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and legislative tasks, as directed.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one PDF file, with the file name including internship class, year, last name, and first name (i.e. Spring2026.Doe.Jane.pdf) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by January 15. Applicants with strong ties to the 49th District will be given preference.

This 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. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

**MEM-382-25****Position: Spring Press Intern**

Description: Spring Press Internship Opportunity – Congressman Glenn Grothman (WI-06)

Congressman Glenn Grothman is seeking a motivated and creative Press Intern to join our Washington, D.C. office this spring. This position is ideal for students interested in political communications, graphic design, and digital media.

**Responsibilities include:**

- Designing graphics for social media, newsletters, and official communication materials
- Assisting with digital content creation across platforms
- Supporting the communications team with drafting and editing posts, monitoring engagement, and maintaining brand consistency
- Helping organize media clips and press materials
- Assisting with general office duties as needed

**Qualifications:**

- Strong graphic design skills (Canva, Adobe Creative Suite, or similar tools)
- Ability to transform policy issues into clean, engaging visuals
- Excellent writing and editing abilities
- Professionalism, reliability, and a willingness to learn
- Interest in public service and communicating legislative work to constituents



This is a great opportunity to gain hands-on experience in congressional communications while contributing meaningful work to support the Sixth District of Wisconsin.

Interested applicants should send a résumé and a short cover letter to [sydney.maingot@mail.house.gov](mailto:sydney.maingot@mail.house.gov) with the subject line “Spring Press Intern Application.”

Contact: [sydney.maingot@mail.house.gov](mailto:sydney.maingot@mail.house.gov)  
Materials Required: Resume and short cover letter

## MEM-372-25

The Office of Congressman Robert Garcia (CA-42) is hiring for a paid **part-time Press Intern** (Spring 2026) to work in the Congressman’s Washington, D.C. office. The Press Intern works closely with the communications team.

Primary educational opportunities and responsibilities will include:

- Compiling daily news clips.
- Drafting press releases and other written materials.
- Copy editing written materials.
- Maintaining press lists.
- Clipping committee remarks and cable hits.
- Media monitoring and researching.

The ideal candidate must be able to work in a fast-paced environment, have keen attention to detail, deadlines, and have previous intern experience in communications.

Interested applicants should send a one-page resume, one sample press release, one sample graphic, and three relevant sample tweets to [emily.kassner-marks@mail.house.gov](mailto:emily.kassner-marks@mail.house.gov) and [ethan.cesar@mail.house.gov](mailto:ethan.cesar@mail.house.gov) with “INTERN APP: Full Name, Spring 2026” in the subject line.

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.

Applications will be reviewed on a rolling basis.

## MEM-358-25

The Office of Congressman Glenn Ivey (MD-04) seeks a paid **Press and Digital Fellow** based in Washington, D.C., to join a fast-paced, collaborative team for Spring 2026. Fellow



must be a hard-working individual with demonstrated digital skills and the ability to prioritize multiple tasks at once. Fellowship is full-time for Spring with a monthly stipend.

**Job Functions:**

- Create timely and engaging social media content
- Produce high-quality graphics and videos (including script writing and production)
- Draft press materials like releases and quotes as required
- Work with Chief of Staff and Communications Director to strategize and execute on communications goals
- All other tasks as assigned

**Qualifications:**

- Prior experience in digital communications, including graphic design and video editing
- Strong writing and grammar skills
- Excellent time management and interpersonal communication skills
- Senior year students or recent graduates with degrees in communications-focused majors are preferred

Please send a cover letter, resume, writing sample (2 pages maximum) and 2-3 graphic or video samples in a single pdf to [md04resumes@gmail.com](mailto:md04resumes@gmail.com) with the subject line “Press and Digital Fellow Spring 2026 – Last Name.” Applications will be considered on a rolling basis. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply. Maryland ties are a plus.

