



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of March 6, 2023

MEM-147-23 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 Summer 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. This position may be in-person or hybrid, depending on the public health guidelines surrounding the COVID-19 pandemic at the time of the internship.

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 mid-May 2023 through mid-August 2023. Interested applicants should send a resume, cover letter, and writing sample to the Intern Coordinator, Kriti Korula, at kriti.korula@mail.house.gov with the subject

line “Garcia Summer Internship Application”. Applications will be accepted until March 30, 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: 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-146-23 D.C Legislative Intern

PAID Internship Opportunity: Office of Congressman Chris Pappas NH-01
Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting.

The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

Apply

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages) to Pappas.Internships@mail.house.gov with “[Last Name] Internship Application – [Season] 2023 ” in the subject line. In your email, please also specify your specific dates and times of availability.

The deadline for Summer applications is Sunday, April 9 at 11:59 pm.

Current appropriations law prohibits the use of federally appropriated funds to pay the compensation of U.S. government employees whose post of duty is in the continental U.S. unless that person, generally:

1. Is a U.S. citizen;
2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying, but delays attributable to the processing of the application do not count toward the two-year deadline);
3. Is admitted as a refugee or is granted asylum and has filed a declaration of intention to become a lawful permanent resident and subsequently a citizen when

he/she is eligible to do so; or

4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).

See Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, div. E tit. VII, § 704 (2022).

MEM-144-23 Congresswoman Brittany Pettersen’s Washington DC and District offices are seeking paid congressional **interns** for Summer 2023. The internship is in-person and will run from late May to August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

This internship provides students a firsthand understanding of the functions of a congressional office and the legislative process. Intern responsibilities vary but include answering phones, sorting mail, researching legislation for the Member and legislative staff, attending hearings and briefings, giving tours of the Capitol building, and drafting press releases and constituent letters on various issues. Additionally, the office encourages and will facilitate networking opportunities for interns and staff members.

Internship hours are flexible to accommodate students’ course schedules, but generally run from 9:00 a.m. to 6:00 p.m. EST in the DC office, and 9:00 a.m. to 6:00 p.m. MT in the District office. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are prioritized. Internships are eligible for a paid monthly stipend.

To apply for the DC position, please send an email with your resume, cover letter and writing sample to Hannah.illathu@mail.house.gov with “[Your Last Name] Summer 2023 DC Internship” in the subject line. For the district position, please send an email with your resume, cover letter and writing sample to David.clark@mail.house.gov with “[Your Last Name] Summer 2023 District Internship” in the subject line. Please include dates of availability in your submission.

If submitted after April 15th, applications will only be considered on a rolling basis.

MEM-143-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for Summer 2023.

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) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-142-23 The office of Congresswoman Susie Lee is seeking summer **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Summer Legislative Intern” in the subject line. No phone calls or walk-ins please.

MEM-140-23 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 could start as early as May 15th and could last up to 12 weeks. The intern would work with her dynamic team to improve the lives of 7th district constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions and draft correspondence;
- 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 compiling news clips 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 with the subject line "Summer 2023 Internship – First Name, Last Name."

DEADLINE: Applications received by March 24, 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-136-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time **Fellows** to work for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating

type of “Fellow” in the subject line. Applications missing any of the requirements will not be considered.

MEM-135-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time or part-time law students to **intern** for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. Can receive academic credit. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of “Legal Intern” in the subject line. Applications missing any of the requirements will not be considered.

MEM-134-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time committee **interns** for paid and unpaid internships.

Duties may include, but are not limited to, assisting with administrative tasks, answering phones, processing mail, legislative research, writing memos, and attending briefings and hearings. This is a fast-paced office; multitasking and attention to detail are required. Interns can receive academic credit. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of “Committee Intern” in the subject line. Applications missing any of the requirements will not be considered.

MEM-133-23 Summer 2023 **Internship** Position:
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 June 2023---August 11th, 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, writing sample, and at least one reference to norton.casework@mail.house.gov.

The deadline to apply is 9:00 am EST, Tuesday, April 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-131-23 The office of Congressman Dan Kildee is seeking a highly motivated and detail-oriented paid **intern** for Summer 2023.

Qualified candidates will have demonstrated interest in researching, learning, and writing about policy, legislation and the legislative process; strong writing and analytical skills; and an interest in public service. This position acts as an all-around helping hand in the congressional office, serving staff and constituents, and is essential to ensuring the office operates efficiently. Michigan ties are a plus.

This position is paid.

The ideal candidate will be available from May through August 2023 and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Applicants interested in interning in the DC office should send a cover letter and resume to Alexandra.Ham@mail.house.gov with the subject line “Summer 2023 Legislative Internship” by COB on Monday, March 13th.

Applicants interested in interning in the Flint office should send a cover letter and resume to Bill.Wickes@mail.house.gov with the subject line “Summer 2023 Legislative Internship” by COB on Monday, March 13th.

RESPONSIBILITIES:

- Oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;
- Support the constituent mail program by batching constituent messages in IQ, researching and drafting constituent mail;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state, and federal agencies and departments;
- Professional telephone manners;
- Ability to work cooperatively and courteously with others;
- Proficiency in Microsoft Word and Excel.

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-130-23 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 2023 Spring Term.

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 and the Digital Director.

RESPONSIBILITIES:

- Compiling daily press clips

- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting 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 with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, 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 early-April to June. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to Tommy.Vo@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a 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 Friday, March 17th.

MEM-126-23 The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Summer 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 from the beginning of June through the first week of August, 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 to Ciara.Donovan@mail.house.gov with "[FIRST NAME, LAST NAME] Summer 2023 Internship Application" in the subject line. Applications will be accepted until Friday, March 31.

MEM-125-23 POSITION: Internship

TYPE: Paid

OFFICE: House Committee on Veterans' Affairs

DETAILS: The Committee on Veterans' Affairs offers internships in our Committee office in Washington, DC. The program is offered in the Spring, Summer, and Fall semesters.

Internships are intended for current undergraduate students, recent college graduates, and students enrolled in graduate school.

RESPONSIBILITIES:

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol
- Assemble press and news clips
- Performing other duties as assigned

APPLICATIONS:

Click here to apply. If you have trouble accessing the application form, please email austin.mathis@mail.house.gov

- You will need a cover letter, resume, and references to apply. Writing sample is optional.
- If you are selected for an interview, our office will contact you
- Applicants are reviewed on a rolling basis

MEM-124-23 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2023. This is a hybrid position— hours are worked remotely and in-person. 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-122-23 Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2023.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office. Responsibilities include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required. A monthly stipend is available.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com.

MEM-120-23 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full time **interns** for the summer internship session. The start

date would be as early as May 5th (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. Please indicate in your cover letter that you're applying for a summer internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-119-23 Congressman Jerry Nadler (NY-12) is seeking a paid undergraduate student **intern** in his Washington, DC office. The internship will run from March 20th - June 1st. 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.

Please send a resume, cover letter, and 1-2 page writing sample to asha.armstrong@mail.house.gov by March 10th, 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-117-23 Paid Congressional **Internship**

The Office of Congresswoman Kim Schrier (WA-08) is seeking interns in its Issaquah and Washington, DC offices for Summer 2023. Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington's 8th Congressional District.

Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. also have the opportunity to lead tours of the U.S. Capitol, as well as attend briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

Qualifications

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. District and Washington state ties are a plus, but not required. Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during business hours. 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. All interns are paid and academic credit is available.

Please apply by March 19, 2023 at 11:59 p.m. ET. Please be prepared to submit a cover letter, resume, three references and additional info at <https://schrier.house.gov/services/internships>. If you have submission issues, please email relevant application materials to DistrictInternshipsWA08@mail.house.gov.

MEM-116-23 “Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Summer 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to marshall.stallings@mail.house.gov and lauren.mazurek@mail.house.gov.

Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred, but not required.”

MEM-115-23 **PRESS INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a Summer 2023 press intern in our Washington, D.C. office. This internship will run from late May/early June through mid-August.

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.

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-114-23 **LEGISLATIVE INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Summer 2023 legislative interns in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May/early June through mid-August.

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
via <https://houlahan.house.gov/services/internships.htm>

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-112-23 The Office of Rep. Lori Trahan is currently accepting applications for our Summer 2023 **Internship** program! 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 work environment, and an interest in public service are encouraged to apply.

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

Internship hours can be flexible to accommodate schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions. This internship is located in Lowell, MA.

Summer 2023 Application deadline: March 27th
All applications must be submitted through the online application:
<https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to Emma Kotelly (Emma.Kotelly@mail.house.gov)

The 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-111-23 DC Intern Summer 2023

The Office of Rep. Lori Trahan is currently accepting applications for our Summer 2023 Internship program! 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 work environment, and an interest in public service are encouraged to apply.

In Washington, D.C., interns' responsibilities include answering phones, researching legislation, attending virtual 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.

Internship hours can be flexible to accommodate schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions. Summer 2023 Application deadline: March 27th

All applications must be submitted through the online application:
<https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to Alex Eliassen (Alexander.Eliassen@mail.house.gov)

The 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-110-23 Press Intern Summer 2023

The Office of Rep. Lori Trahan is currently accepting applications for our Summer 2023 Internship program! 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 work environment, and an interest in public service are encouraged to apply.

In Washington D.C., press interns assist the driven press team. Duties include 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 operation of a congressional office.

Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended, but not required.

Internship hours can be flexible to accommodate students' schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions. The position will be hybrid.

Summer 2023 Application deadline: March 27th

All applications must be submitted through the online application:

<https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to Katie Petersen (Katie.Petersen@mail.house.gov)

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MEM-109-23 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Summer 2023 term. The internships are in-person and will run from May to the end of July. 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 and legislative tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, 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 "Summer 2023 Internship" to Paige.Ash@mail.house.gov

MEM-106-23 The Democratic staff of the House Committee on Oversight and Accountability (Democratic Staff) 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 and private sector officials 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 (i) an interest in public service and (ii) 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.

Interested applicants should send a PDF cover letter and resume to oversightjobs@mail.house.gov, with “Legal Internship – Summer 2023” 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 phone calls or drop-ins please.

The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply.

MEM-104-23 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Spring 2023 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/hearings, performing legislative research, and supporting staff members on various projects.

Ideal candidates should be professional and possess excellent communication skills, a 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, short writing sample, three references, and availability to Diego.Sanchez@mail.house.gov with the subject “2023 Spring Internship Application” by Friday, March 10th.

MEM-103-23 We are now accepting Spring 2023 **intern** applications for the Washington, DC office of Congressman Morgan McGarvey representing Kentucky’s third congressional district!

This internship program will run for 6 weeks and we encourage all eligible applicants to apply. This internship will provide invaluable work experience and significantly contribute to the functionality of the office.

The objective of the internship program is for students to gain as much experience as possible throughout their tenure and feel connected to all staff and constituents they interact with. Interns should leave the program with substantial knowledge of how a congressional office works, why the U.S. House of Representatives is important, and how the federal government functions overall.

It is also important for the interns to leave with a staff-approved resume and writing sample.

An intern's main responsibility will be leading tours of the Capitol for constituents, answering the phones, helping research legislation, and assisting staff with miscellaneous tasks as needed.

All interns will be paid, have the opportunity to receive course credit, and must be able to commit to at least 20 hours a week.

Applications will be evaluated on a rolling basis.

To apply, send your resume, a cover letter, two references, and a short writing sample (less than 500 words) to Halpin.Burke@mail.house.gov. Please send all application materials as one PDF document with the subject line: “[Last Name, First Name]- Spring 2023 Internship”

Individuals must be eligible to be paid by the United States Government to qualify for this internship, this includes meeting employment eligibility requirements for the U.S. House of Representatives (see www.house.gov/employment for more) and ability to present proof of valid work authorization in accordance with the Immigration Reform Act of 1986.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, sexual orientation, or any other characteristic protected by applicable law.

MEM-099-23 Congresswoman Lois Frankel's (FL-22) D.C. office seeks **interns** for the upcoming Summer 2023 semester.

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be given to accepted applicants.

Deadline to apply by is Friday, March 17, 2023 by COB (5pm).

To apply, please visit: <https://frankel.house.gov/constituent-services/internships.htm>

If you have any questions please feel free to contact me via email at amaris.graham@mail.house.gov

MEM-095-23 The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Summer **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 June, July and possibly August 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 California ties are strongly preferred.

To apply for an internship please email Sam.Schiller@mail.house.gov by midnight on March 10th, 2022, with a resume and cover letter in a single PDF file. Please have your email subject line read “Summer 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-093-23 Position: Rep. David Rouzer (NC-07) is seeking paid, in-person **interns** for his Washington, D.C. office for Spring 2023

Description: As an integral part of the team, interns contribute to the daily operations of the office. Daily tasks will include assisting the legislative and communication departments, constituent correspondence, conducting U.S. Capitol Tours, and various designated projects.

Ideal candidates should possess strong interpersonal communication skills, excellent writing skills, and a strong work ethic. The ability to keep a positive attitude in a fast-paced everchanging work environment is a must.

Interested applicants should send their resume and a writing sample to nc07internship@gmail.com. Please indicate in the email subject line that you’re applying for a Spring internship and format your attached files as [Full Name_Resume], [Full Name_WritingSample]. Looking for interns to start immediately. Applications will be considered on a rolling basis until positions are filled.

Email to send resume (and other items if requested)
to: nc07internship@gmail.com

MEM-080-23 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 as soon as possible. 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.

MEM-065-23 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 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 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 March 24, 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-057-23 The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person summer **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff.

Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks simultaneously. The ideal candidate can work a full-time schedule and begin in May. Kansas City and Missouri ties are a plus.

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.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to MO5internships@mail.house.gov with “Cleaver Internship Summer 2023” as the subject line. Additionally, candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Wednesday, March 15th. Please, no phone calls, faxes, or drop-ins.

MEM-054-23 Summer **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12) Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. 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 “Summer 2022 Internship” to Jerome.Vainisi1@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

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 with “Legislative Fellow” in the subject line.