



U.S. House of Representatives

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INTERNSHIP VACANCY LISTING

Week of November 15, 2022

MEM-551-22 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and memos, researching legislation for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns have the opportunity to work either in-person or remotely.

The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates and availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, December 9th, 2022.

MEM-549-22 Legislative **Intern**

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 Spring 2023. This internship will be an invaluable

opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process.

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-January 2023 through May 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 Spring Internship Application". Deadline to apply is COB November 29, 2022. 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-545-22 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 2023 **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 combine 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 an ability to work in a fast-paced environment, 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 (<https://delauro.house.gov/sites/evo->

subsites/delauro.house.gov/files/2023%20Intern%20Application%20Form%20for%20Website.pdf) along with a cover letter, resume, brief writing sample (1-2 pages), and two references to Daniel.Robillard@mail.house.gov with the subject line “Spring 2023 Internship” by November 18. Please send completed application form as one PDF file and all other application materials in another, single PDF file.

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-542-22 The Office of Congresswoman Mikie Sherrill (NJ-11) is currently accepting Spring 2023 **internship** applications.

To apply for an internship with the DC Office, [please click here](#).

To apply for an internship with the District Office, [please click here](#).

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to NJ11internships@mail.house.gov, with the subject line:

Office of Application (DC or District), First Name Last Name.

The application deadline is Monday, December 5th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service.

MEM-538-22 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 at beginning of January.

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-537-22 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

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-536-22 Spring 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 January 2023---May 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, Monday, November 28th. 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-534-22 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2023 term. The internships are in-person and will run from January to early May. 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 "Spring 2023 Internship" to Ben.Savercool@mail.house.gov

MEM-532-22 Congressman David Scott's office is currently accepting applications for Spring 2023 **Internships**. Please apply via the following link: <https://davidscott.house.gov/forms/form/?ID=1375&Preview=true>

The deadline to apply is Nov. 18th, 2022.

Internships in the Office of Congressman David Scott are open to undergraduate or graduate students in good academic standing and recent graduates. All applicants should have a demonstrated interest in public service and excellent research and writing skills.

The Internship Program is designed especially to allow students to apply lessons learned in class to a work environment, to make professional contacts and to

obtain extensive knowledge of government agencies and, more specifically, to learn how a Congressional office functions to serve constituents.

Interns in the Washington, D.C. office will have an opportunity to learn about the legislative process and the federal government by working closely with the legislative and communications staff, while interns in the District Office will learn about the constituent services process by assisting communications and constituent services staff. In today's job market, the experience that an internship provides is vital for career development.

All interns will be provided a stipend to assist with expenses or may arrange to receive academic credit for their work.

The selection process is highly competitive. Candidates are selected based on academic achievement, demonstrated leadership, interest in public policy, and community service contributions.

Candidates interested in an internship in the Washington Office should contact the Internship Coordinator in the Washington, DC office at 202-225-2939 for more information. Likewise, candidates interested in an internship in the District Offices should contact the office at 770-210-5073 for more information.

MEM-529-22 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Winter 2022 and Spring 2023 semesters. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

MEM-528-22 Congressman Scott Peters seeks applicants for full- or part-time paid congressional **internship** for Spring.

Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. California residents or

strong ties to San Diego are preferred but not required. Candidates should be prepared to work a minimum of 15 hours per week.

Please send a resume, cover letter, writing sample (1-2 pages), and times available (start and end dates as well as days per week) to CA52Internship@mail.house.gov with “LAST NAME, FIRST NAME, CA52 Internship” in the subject line. Deadline to apply is December 5th for a starting date in January or February.

MEM-527-22 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 Winter/Spring Term (January-April).

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 Press Assistant.

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 Staff Assistant/Legislative Correspondent with administrative tasks (e.g. sorting mail, answering phone calls, conducting Capitol tours, 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-mid January to April. 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, December 2, 2022.

MEM-526-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Spring 2023 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to seth.enderson@mail.house.gov with “Spring 2023 Internship” in the subject line.

MEM-525-22 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 would 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. This is a paid internship.

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

MEM-524-22 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. The internship would begin on January 19 and last until early May. 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. This will be an in-person internship. The deadline to apply for the Spring Session is Friday, December 16, 2022.

Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>.

MEM-523-22 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.

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. District ties and California ties are a plus.

To apply for an internship please email Sam.Schiller@mail.house.gov by midnight on November 18th, 2022, with a resume and cover letter. Please have your email subject line read “Spring 2023 Internship Application - (and add your 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-521-22 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 hybrid (partially in-office, partially remote) with most days being in-office/in-person. The timing of the internship is flexible based on the candidate’s schedule but could start as early as January 9th 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: Flexible based on candidate’s schedule – can either be part time or full time (up to 30 hours per week). 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 one PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include a full-time/part-time preference, 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 “Spring 2023 Internship – First Name, Last Name.”

DEADLINE: Applications will be considered on a rolling basis until December 2nd, 2022.

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-520-22 The Office of Congressman Mark Pocan (D-WI) is seeking full-time in-person **interns** in the Washington D.C. office for the Fall term.

The interns will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Clifton.Snorten@mail.house.gov with “Pocan Internship – Spring 2023” in the subject line by November 15, 2022. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>.

MEM-517-22 The Office of Congresswoman Norma Torres is currently seeking Spring 2023 **interns** in her DC office.

This internship is an excellent opportunity for those interested in public service and learning more about the legislative process. Interns will have the opportunity to be hands-on in the legislative process by assisting with Rep. Torres’ responsibilities on the Rules and Appropriations Committees. Our office seeks to

help interns grow beyond the typical intern responsibilities by incorporating their passions and goals into their internship. Additionally, specific press internships are also available to work directly with the Press Secretary to develop and implement communications and social media strategies.

Intern responsibilities include researching legislation, attending hearings and briefings, drafting constituent letters, assisting the press and legislative teams push policy forward, drafting memoranda for the staff, administrative work as needed.

The Paid Fellowship Program is full-time from 9AM to 6PM when Congress is in session and 9AM to 5 PM during recess. The Unpaid Internship Program is a minimum of 10-12 hours per week.

The deadline to apply is Friday, November 25th, 2022. To submit your application, please visit torres.house.gov/internships with your resume and cover letter that includes your availability for the internship. Ties to CA-35 and California along with Spanish skills are preferred but not required.

MEM-512-22 Congressman Jerry Nadler (NY-10) is seeking paid undergraduate student **interns** for the Spring 2023 semester in his Washington, DC office. 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. This internship will run from January 2023 - May 2023.

Please send a resume, cover letter, and 1-2 page writing sample to NY10.Internship@mail.house.gov by November 18, 2022. 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-511-22 The office of Congresswoman Susie Lee is seeking spring **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 "Spring Intern" in the subject line. No phone calls or walk-ins please.

MEM-509-22 Republican Representative Troy Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Spring 2023. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 22nd Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties and previous congressional experience are preferred, but not required.

To apply, send your resume and cover letter to anil.joseph@mail.house.gov.

MEM-507-22 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 January 17th (with a flexible start and end date depending on availability). 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 JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you're

applying for a Spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-503-22 Congresswoman Barragán takes pride in offering **internship** opportunities in both her San Pedro, California and Washington, DC offices.

Applications for the Winter 2022/Spring 2023 session are now open. Internships are open to current undergraduate and graduate students, and recent college graduates.

Intern responsibilities vary day-to-day but typically include:

- Interacting with constituents,
- Conducting legislative research,
- Attending community events,
- Attending committee hearings,
- Preparing memos,
- Drafting correspondence,
- Writing press clips,
- Administrative work as assigned,
- And additional support as needed.

Interns in the Washington, DC office are assigned to a legislative staffer based on stated area(s) of interest. Please include your areas of policy interest in your cover letter. Congresswoman Barragán also reserves one intern position in the Washington, DC office each session for a Press Intern.

The Press Intern works closely with the Congresswoman's Communications and Media team to complete tasks such as compiling daily press clips, preparing background research on media requests, drafting media advisories and press releases, and other responsibilities as required.

Typical hours for internships in both offices are Monday through Friday from 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules. Stipends will be offered to eligible interns.

Winter 2022/Spring 2023 Session: January 2023 through April 2023 | Deadline to Apply: November 18th, 2022

Interested applicants should email a cover letter, resume, and dates of availability to CA44.internships@mail.house.gov. Please specify in the subject line of the email: the session you are applying for, whether you are applying for an internship in the San Pedro or Washington, DC office, and if you are applying for the Press Internship.

Applications received after the deadline will be considered depending on availability.

If you have any questions or concerns, please email CA44.internships@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. Minorities and those of traditionally underrepresented communities are strongly encouraged to apply.

Preference will be given to applicants with ties to the District and Californian residents, but all are welcome and encouraged to apply. Being bilingual in Spanish is also a plus.

MEM-502-22 The Office of Rep. Julia Brownley (CA-26) seeks paid Spring **interns** for the Washington D.C. Office.

Intern responsibilities include answering phones, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, filling tour and flag requests, giving Capitol tours, and answering constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The office of Rep. Julia Brownley is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Interested applicants should email a cover letter and resume to Hannah Singer at hannah.singer@mail.house.gov with the subject "Spring Internship- LAST NAME". Deadline to apply is 11/18/2022.

MEM-499-22 Congressman Raul Ruiz (CA-36) is seeking applicants for the Spring 2023 **internship** program in his Washington, D.C. office.

Responsibilities: The office of Congressman Ruiz is seeking hard-working individuals who are passionate, driven, and committed to public service for their Spring 2023 internship program. Internships in Congressman Ruiz's office combine administrative, press, 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.

Intern Responsibilities:

- Engaging with constituents both over the phone and in-person at the front desk
- Researching policy to help constituents with their concerns
- Drafting form letters and cosponsor requests for the Congressman
- Processing and organizing constituent mail received by the office
- Completing projects on various topics concerning the district

- Attending hearings and briefings and taking notes
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

Qualifications: Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman Ruiz’s office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email a cover letter and resume with the subject line “Spring 2023 DC Office Internship” to CA36.DCInternshipForm@mail.house.gov by November 18.

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-498-22 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** paid internship for the Spring of 2023 in our Washington, D.C. office.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

Nevada ties are encouraged but not required. The ideal candidate will be available from late August through December and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session.

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.

Interested applicants should e-mail a resume and cover letter to Lizzie.Brown@mail.house.gov with the subject “First Name Last Name Spring Internship Application” Applications will be accepted until November 15, 2022.

MEM-496-22 The office of Congressman Jay Obernolte (CA-08) is seeking **interns** for the spring 2023 term in the Washington D.C. office.

Ideal candidates should possess strong written and oral communication skills and a demonstrated interest in public service. California ties are preferred but not required.

In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, research legislation for the member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Interested applicants should send a resume to James Fleming at CA08.internships@mail.house.gov with the subject line "Spring Internship Application"

MEM-493-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring 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 with Interns working for approximately 10-16 weeks. 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-491-22 The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its spring **internship** program (beginning in January 2023 and ending in May 2023).

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed. Successful candidates will possess excellent written and oral communication skills, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. Delaware ties are a plus.

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 2 references to LBR.Internship@mail.house.gov, indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Spring 2023 Internship – NAME." Please note in the cover letter or body of the email if the internship is for school credit.

Applications are due at 11:59pm on December 10th, 2022

No phone calls, emails, or drop-ins please.

MEM-488-22 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 2023 **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 combine 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 an ability to work in a fast-paced environment, 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](#) (tinyurl.com/3t2z5ku8, also located on delauero.house.gov/services/internships) along with a cover letter, resume, brief writing sample (1-2 pages), and two references to Daniel.Robillard@mail.house.gov with the subject line “Spring 2023 Internship” by November 18. Please send completed application form as one PDF file and all other application materials in another, single PDF file.

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-487-22 “Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 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-484-22 Representative Mary Gay Scanlon (D-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, and two references to Emily.Kastenberg@mail.house.gov with the subject line “Spring Legislative Internship, NAME” by November 21st, 2022. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-481-22 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 “First Name.Last Name Internship Application.” Applications will be accepted until Sunday, November 27th. Incomplete or late applications will not be accepted.

MEM-477-22 The office of Congressman Austin Scott (GA-08) is seeking full-time and part-time Spring 2023 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a Congressional intern and may also receive opportunities to assist the Legislative and Communications Staff.

As a result, interns learn about the legislative process and the many other functions of a Congressional office. Generally, the office hours run from 8:30 AM to 5:30 PM when Congress is in session and 9:00 AM to 5:00 PM when not in session.

Interested applicants should email a cover letter and resume to william.matney@mail.house.gov. Georgia ties are preferred, and the deadline to apply for the Spring 2023 internship is the close of business on November 28.