

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

Week of October 28, 2024

### MEM-455-24

The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) ten-week fall **internship** in our Washington D.C. office. The preferred dates of this internship are starting in mid-November, but start dates are flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

#### Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

#### Compensation information:

- Academic credit may be available and should be arranged with your academic institution.

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

#### Application:



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

We are currently accepting applications for an internship based in Washington D.C. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages all in one PDF file. Rolling applications are open until November 15th at 11:59 pm PST.

## MEM-454-24

The Office of Congressman Greg Casar (TX-35) is currently seeking candidates for paid **internship** for the 2025 Spring term. Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply. Texas ties, district ties, and Spanish language fluency are preferred but not required.

The spring internship program runs from January 13 to April 4 (12 weeks). Internships in our DC office are paid \$17.50/hour at the close of each month. A spring internship is 30-40 hours per week, five days a week from 9:00AM to 5:00PM ET. Schedule is flexible to accommodate students enrolled in courses.

## DUTIES

The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process. Interns are critical to the operations of a congressional office. Various intern responsibilities may include but are not limited to: greeting guests, answering phones, logging constituent phone calls, email inbox, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, assisting staff with events, meetings, communications tasks, and various day-to-day office tasks.

## QUALIFIED APPLICANT REQUIREMENTS

The ideal candidate will be dependable, professional, detail-oriented, an efficient multitasker, a proactive problem-solver, be comfortable interacting and speaking on the phone with the public. Successful internship candidates should:

- Be at least 18 years of age
- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Possess a professional demeanor and an upbeat disposition while interacting with visitors, constituents, and staff members in a fast-paced, highly dynamic environment.
- Possess effective skills for verbal and written communications.
- Possess effective teamwork skills, flexibility, willingness to learn new skills, and the ability to support the needs of multiple team members and leaders in the office.
- Possess time management skills including the ability to prioritize and track work status.



## HOW TO APPLY

Our office is committed to building a team with diverse lived experiences that equips our team to serve the Texas 35th district. Candidates are encouraged to apply and describe in their cover letter how their experience translates to the role and needs of the office.

Application deadline is November 6 at 5pm ET. Interested applicants should:

1. Fill out an application via the

link: <https://airtable.com/appDJlUyTlR68tCa/pagQmSBAk23Qls3cB/form>

2. In the application link, submit one combined PDF of a resume, cover letter, contact information of 2-3 references, and a brief writing sample (no more than three pages).

Due to the large volume of applicants, only applicants selected for interviews will be contacted.

The Office of Congressman Greg Casar is an equal opportunity employer; we do not discriminate based on race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Proof of COVID-19 vaccination and A booster will be requested.

## MEM-453-24

The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Spring 2025 term. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support. Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email [ok05internship@mail.house.gov](mailto:ok05internship@mail.house.gov) with a copy of your resume.

## MEM-450-24

Representative Kevin Mullin's (CA-15) D.C. office is seeking an in-person, part-time, paid



press **intern** for Spring 2025. The press intern will work closely with the communications team.

Applicants should be organized, creative, familiar with current events, and detail oriented. Responsibilities include answering telephones; compiling daily press clips; creating content for social media; drafting press releases, newsletters, and other written materials; maintaining press lists; clipping floor and hearing remarks; and designing graphics.

The ideal candidate is team-oriented, has a strong work ethic, and has an ability to excel in fast-paced environments. Excellent written and oral communication skills are a must. Relevant communications skills such as graphic design, social media, and video editing experience are preferred.

The Spring internship begins January 7, 2025 and will end mid- to late-May, with flexible start and end dates. At least 20 hours of availability per week is preferred. Work is in person and is compensated at \$15 per hour.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF, as well as one sample graphic you have created, at this link: [airtable.com/apprYNgTcbCLqWcnA/pagycLdSOg3lB7jpV/form](https://airtable.com/apprYNgTcbCLqWcnA/pagycLdSOg3lB7jpV/form).

The deadline to apply is November 7, 2024. Due to the large volume of applicants, only those selected for an interview will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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-449-24

The D.C. office of Representative Kevin Mullin (CA-15) is accepting applications for paid **internships** for the spring semester.

The ideal candidate will have excellent written and oral communications skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Representative, and other tasks as assigned.

The Spring internship begins January 7, 2025 and will end mid- to late-May, with flexible start and end dates. At least 20 hours of availability per week is preferred. Work is in person and is compensated at \$15 per hour.



To apply, please submit a resume, cover letter, and one page writing sample as one PDF at this link: [airtable.com/apprYNgTcbCLqWcnA/pagycLdSOg3lB7jpV/form](https://airtable.com/apprYNgTcbCLqWcnA/pagycLdSOg3lB7jpV/form).

The deadline to apply is November 7, 2024. Due to the large volume of applicants, only those selected for an interview will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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-448-24

The Office of Congressman Jim Himes is seeking applicants for the Spring 2025 **internship** program in his Washington, D.C. office. Interested candidates are encouraged to submit a resume, cover letter, writing sample, and completed application by November 8th.

Interns serve important roles for the office by providing support with office administration, communications, and legislative research. The Himes office is dedicated to ensuring every intern has a worthwhile educational experience that broadens their professional skillset, enhances their understanding of how Congressional offices operate, and aids in their overall career development.

Strong candidates will have:

- A demonstrated interest in politics, government, American history, or related fields.
- Precise attention to detail, strong interpersonal skills, and a sense of humor.
- Ability to juggle multiple priorities in a fast-paced work environment.
- Scheduling flexibility that allows for 24-40 hours of work a week.

Job Duties include:

- Performs research on issues or topics related to bills, committee hearings, and district and state concerns and drafts responses to constituent correspondence to address key issue areas
- Answers incoming calls and captures constituent requests to ensure consideration by Member office
- Assists with of the Capitol and arranging visits to other national landmarks

To apply, submit the following:

1. Resume
2. Cover letter (one page)
3. 1–3-page writing sample
4. Completed Internship Application Form found at [himes.house.gov/internships](https://himes.house.gov/internships)
5. To be considered for a stipend, you must submit a 1-page statement of purpose explaining how the funds will assist you in participating in the internship



This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation.

Qualified candidates should submit their completed materials to [Himes.Internship@mail.house.gov](mailto:Himes.Internship@mail.house.gov) by Friday, November 8, 2024 at 5:00 pm EST.

### MEM-447-24

Congresswoman Dina Titus (NV-01) seeks highly motivated **Legislative Interns** in our D.C. office for the Spring 2025 semester.

Interns in our D.C. office will have the opportunity to witness the legislative process and the inner workings of Capitol Hill first-hand. Responsibilities include but are not limited to answering constituent phone calls, attending policy briefings and meetings, providing tours of the United States Capitol, and conducting legislative research to support the needs of the Congresswoman's staff. The internship will run from January through May, from 9 am-6 pm when Congress is in session and from 9 am-5 pm when Congress is not in session.

The ideal candidate possesses excellent oral and written communication skills, prioritizes professionalism, is a dedicated team player, and has a friendly persona. Ties to Nevada's First District are a plus, but not required. 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.

#### How to Apply:

Interested applicants should fill out the form below and include a cover letter, resume, and short (1-2 page) writing sample. Applications will be accepted until Sunday, December 1, 2024, on a rolling basis.

Application Form: [airtable.com/appjUVDedFRF8MvRK/shrHMRz57ZvPcdOdy](https://airtable.com/appjUVDedFRF8MvRK/shrHMRz57ZvPcdOdy)

### MEM-446-24

The Office of Congresswoman Grace Meng (NY-06) seeks candidates for paid Spring 2025 **internship** positions in the Washington D.C. office.

Intern responsibilities will vary and are designed to give interns insight to the legislative process and a well-rounded experience on Capitol Hill. Some duties include answering phones, running errands, giving Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

This internship will run from January to May. Hours are flexible to accommodate students course schedules, but generally run from Monday to Friday, 9:00am to 5:00pm.



Applications for the Spring semester will be considered on a rolling basis. Priority will be given to applicants who apply before November 1st. Interested applicants should email a resume, cover letter, writing sample, and their availability to [ny06\\_intern\\_app@mail.house.gov](mailto:ny06_intern_app@mail.house.gov). Please include your name and the semester for which you are applying in the subject line.

### MEM-445-24

Paid **internships** in Congressman Balderson's Washington, D.C. office offers college-aged students an exciting introduction to the U.S. House of Representatives and the workings of a Congressional office. Internships are designed primarily for students who have completed at least one full year of collegiate undergraduate coursework and preference is given to students with Ohio ties. Students selected for the internship program will have the opportunity to research and review current legislation, help with press-related projects, directly interact with OH-12 constituents through phone calls and U.S. Capitol tours, and expand their professional network. This is a great chance to learn more about the legislative process and see the inner workings of Congress while developing professional skills and building a resume.

To access the internship application for this upcoming Spring 2025 semester, please see the link below. Deadline for the Spring 2025 application is November 4th, 2024.

Internships | U.S. Congressman Troy Balderson  
(house.gov) [balderson.house.gov/forms/internships/](https://balderson.house.gov/forms/internships/)

### MEM-444-24

The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 Congressional **Internships** in our Washington, DC office. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff





To apply, please email your resume to [WisconsinResumes@mail.house.gov](mailto:WisconsinResumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.

### MEM-443-24

The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 Congressional **Internships** in our Washington, DC office. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to [WisconsinResumes@mail.house.gov](mailto:WisconsinResumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.

### MEM-441-24

The Office of Congressman Jim Costa (CA-21) seeks a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will be under the supervision of the Communications Director and Internship Coordinator.

### Internship Responsibilities

- Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.





- Edit photos and create engaging graphics in line with the Congressman's brand.
- Clipping, editing, and compiling videos.
- Assist with the creation and maintenance of press lists.
- Compile daily press clips and reports about social media analytics.
- Other office tasks such as answering phones, drafting correspondence, conducting tours, and other duties as required.

### **Internship Dates and Details:**

Fall internships will start in early December 2024 and go until April 2025, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, November 15th.

**Apply:** Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa (house.gov), (<https://costa.house.gov/services/internships>) specifying in their application their desire to be a press intern.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

**Contact:** Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at [Grant.menolascino@mail.house.gov](mailto:Grant.menolascino@mail.house.gov).

### **MEM-440-24**

Congressman Josh Harder (CA-9) is seeking motivated **legislative interns** for the Spring Session in his Washington, DC office. Interns will participate in the daily operations, assisting with congressional hearings, writing memos, answering phones, sorting mail, and supporting staff. Candidates should exhibit strong work ethic, attention to detail, punctuality, and excellent writing skills. District ties are preferred but not required. This paid internship provides valuable experience in government and politics. To apply, send your resume, cover letter, and a 1-2 page writing sample as a PDF to [Eli.Aguayo@mail.house.gov](mailto:Eli.Aguayo@mail.house.gov) by COB on November 22nd, 2024.

### **MEM-439-24**

The Office of Congresswoman Susan Wild (PA-07) is seeking full-time **interns** to assist her legislative team in Washington D.C. for Spring 2025. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January.

Intern responsibilities include answering constituent phone calls, assisting with the constituent mail program, drafting memos, attending committee hearings and briefings,



giving tours, and assisting staff with projects in a wide array of issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, a team-player mentality, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

To apply, please e-mail a resume, cover letter, and one-page writing sample to [wildinterns@gmail.com](mailto:wildinterns@gmail.com) with the subject line LASTNAME- Legislative Internship. Also include policy areas of interest, desired start and end dates, and availability. Applications will be considered on a rolling basis; deadline to apply is Friday, November 8th at 5pm. Late applications will not be considered.

## MEM-437-24

The Office of Congressman Jim Costa (CA-21) seeks a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will be under the supervision of the Communications Director and Internship Coordinator.

### Internship Responsibilities

Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.

Edit photos and create engaging graphics in line with the Congressman's brand.

Clipping, editing, and compiling videos.

Assist with the creation and maintenance of press lists.

Compile daily press clips and reports about social media analytics.

Other office tasks such as answering phones, drafting correspondence, conducting tours, and other duties as required.

### Internship Dates and Details:

Fall internships will start in early December 2024 and go until April 2025, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, November 15th.



**Apply:** Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa (house.gov), specifying in their application their desire to be a press intern.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Contact: Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at [Grant.menolascino@mail.house.gov](mailto:Grant.menolascino@mail.house.gov).

### MEM-436-24

The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for **legislative internships** in Washington, DC for January-May. Please indicate availability in the first sentence of the cover letter.

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 at the following link: <https://cartwright.house.gov/services/internships.htm>.

No phone calls or drop-ins please.

### MEM-435-24

**The Democratic Staff** of the **House Energy and Commerce Committee** seeks qualified undergrad students and recent graduates for **Legislative Interns** for the Spring 2025 session.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at



hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Spring 2025 Legislative Intern Application" in the subject line. The deadline for applications is November 15, 2024. Please no phone calls or drop-ins.

### MEM-434-24

Congressman Emanuel Cleaver's Washington, D.C. office is seeking spring **interns** from January through May. Intern responsibilities vary daily but typically 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 at once. The ideal candidate can work a full-time schedule.

To apply, please submit a single PDF containing a cover letter with intended start and end dates, a resume, and a writing sample to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov). Applications for the spring semester are due on Friday, November 1, by 11:59 pm.

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.

### MEM-433-24

#### Press Internship

The Office of Representative Brad Schneider (D-IL-10) is now accepting applications for



Spring 2025 **Press Interns** in the Washington, D.C., office. This paid internship runs from early January through late May and is open to both undergraduate and graduate students. Hours are flexible to accommodate academic schedules, with general hours from 9:00 a.m. to 6:00 p.m. when Congress is in session and 9:00 a.m. to 5:00 p.m. when not.

As a press intern, you will collaborate closely with the communications team to create engaging graphics, edit videos, and draft social media content. You may also have the opportunity to join staffers alongside the Congressman at events or during meetings to capture pictures and draft content on-site. Additional responsibilities include some legislative internship duties, such as answering constituent calls, leading Capitol tours, and assisting with front office administrative tasks.

The ideal candidate is adaptable, detail-oriented, and thrives in a fast-paced, deadline-driven environment. Strong writing skills are essential, as is the ability to communicate effectively with both internal and external stakeholders. Experience with graphic design platforms like Canva, as well as photo and video editing software, is a plus.

Interested applicants should submit one PDF file containing a cover letter, resume, two references, a 1–3-page writing sample, and one example of digital work (video, graphic, or photo). These materials should be sent to [Matthew.Rodriguez@mail.house.gov](mailto:Matthew.Rodriguez@mail.house.gov) with the subject line “Spring 2025 Press Internship Application – [Your Name]”. Please submit your application by 11:59 p.m. EST on November 12th, 2024.

**Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview.** This office is an equal-opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

## MEM-432-24

The Office of Representative Brad Schneider (D-IL-10) is now accepting applications for Spring 2025 **legislative interns** in the Washington, D.C., office. This paid internship runs from early January through late May and is open to both undergraduate and graduate students. Hours are flexible to accommodate academic schedules, with general hours from 9:00 a.m. to 6:00 p.m. when Congress is in session and 9:00 a.m. to 5:00 p.m. when not.

As a legislative intern, you will play a key role in ensuring the smooth operation of the office while gaining valuable experience working with the legislative team on policy matters. Your responsibilities will include answering phones, managing errands, researching legislation for the congressman and staff, attending hearings and briefings, leading Capitol tours, and responding to constituent inquiries. This position provides a unique opportunity to gain first-hand experience in learning about the legislative process and the diverse functions of



a congressional office.

The ideal candidate is adaptable, detail-oriented, and thrives in a fast-paced, deadline-driven environment. Strong writing skills and the ability to communicate effectively with both internal and external stakeholders are essential. Experience in a professional environment and knowledge of basic congressional operations are a plus.

To apply for a legislative internship with Congressman Schneider, please complete the internship application form on our website (<https://schneider.house.gov/students/internships>) by 11:59 p.m. EST on November 12, 2024. If you have trouble accessing the application form or have any questions, please email [Matthew.Rodriguez@mail.house.gov](mailto:Matthew.Rodriguez@mail.house.gov).

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. This office is an equal-opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

### MEM-430-24

The Washington, D.C. Office of Congressman Ed Case (HI-01) is seeking motivated candidates for a Spring 2025 semester **internship**.

#### **Responsibilities Include:**

- Answering phones and managing correspondence
- Leading constituent tours of the Capitol
- Conducting research on legislation for the Member and legislative staff
- Attending hearings and briefings
- Assisting with various office tasks

Interns will have the chance to engage directly with the legislative process and contribute to the functions of a congressional office. Application Deadline: November 1, 2024

To Apply: Interested candidates should submit the following materials:

- Resume
- Cover letter (including interest in the internship, availability, and ties to Hawaii)
- Three references (academic and work-related)
- Two short writing samples (maximum of 5 pages)

For more information or to submit your application, please email [HI01.Internships@mail.house.gov](mailto:HI01.Internships@mail.house.gov).

### MEM-429-24



The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital media and traditional **press intern** position this spring. The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

### MEM-428-24

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. and District (Sacramento) offices for the Spring 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.

Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

To apply, please visit the “Internships” page of Congresswomen Matsui’s official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California’s 7th District are preferred, but not required. All applications are considered on a rolling basis.

### MEM-427-24

The Democratic Staff of the U.S. House Judiciary Committee, under the leadership of Ranking Member Jerrold Nadler (NY-12), seeks **legal interns** for the Spring 2025 internship program. This program offers the opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our committee plays in the legislative processes of the United States Congress.

The U.S. House Judiciary Committee has legislative and oversight jurisdiction across a wide range of issues, including oversight of the U.S. Department of Justice and Federal Bureau of Investigation, constitutional law, federal criminal law, voting rights, immigration and naturalization, administrative law, intellectual property law, and antitrust law. Interns work





closely with committee staff, including subcommittee and oversight staff, on a range of issues.

Intern assignments will vary depending on the work of the U.S. House Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching legal and policy issues under the committee's jurisdiction;
- Tracking relevant legislation, hearings, briefings, and media;
- Drafting internal and external memoranda;
- Supporting oversight counsels in transcribed interviews and depositions;
- Supporting committee clerks and professional staff members during hearings and markups; and
- Providing administrative support, including answering calls, delivering correspondence, and preparing the committee's hearing room.

The Democratic Staff of the U.S. House Judiciary Committee strives to ensure that our internship class reflects the country's diversity. Candidates from minority backgrounds are strongly encouraged to apply. The committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline for applications for the Spring 2025 session has been extended to October 30, 2024. This internship is based in Washington, DC and is open to qualified undergraduate, graduate, and law students. Applications must be submitted at the following website: <https://democrats-judiciary.house.gov/about/internship-opportunities.htm>.

## MEM-426-24

### **Press Fellow**

The Office of Congressman Tim Kennedy (NY-26) is seeking a highly motivated **Press Fellow** to work in the Washington, D.C. office for the Spring Session. Press Fellows are an integral part of day-to-day operations and gain hands-on experience, including attending briefings, meetings, press conferences, and networking events.

### **Press Fellows Responsibilities:**

- Draft and edit press releases, statements, op-eds, and other communication materials
- Compile press clips and monitor emerging news stories
- Maintain and update media contact lists and databases
- Prepare press reports for internal distribution
- Draft social media and contribute to digital strategy
- Edit videos, and design graphics and posters
- Support the communications team with administrative tasks and project coordination
- Other duties as assigned

### **Skills and Qualifications:**



- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Ability to multitask and prioritize in a fast-paced environment
- Familiarity with social media platforms and digital communication tools
- Major in Communications, Journalism, or a related field is a plus
- A proactive and collaborative attitude
- A sense of humor

### **Internship Details:**

Spring internships will start in January and go until May, with some flexibility. This is a paid opportunity. Western New York ties are a plus, but not required. Please submit your application to [KennedyNY26.Press@mail.house.gov](mailto:KennedyNY26.Press@mail.house.gov) with the subject line “FULL NAME Press Fellow Application,” with a resume, cover letter, and writing sample by COB November 1, 2024. Applications will be reviewed on a rolling basis.

We do not discriminate based on race, ethnicity, gender, sexual orientation, gender identity, religion, national origin, age, disability, or socioeconomic status. All are welcome and encouraged to apply.

### **MEM-423-24**

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the Spring 2025 **Internship** program. Applications are considered on a rolling basis.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend. The spring internship will span early January to early May, but start/end dates are flexible based on semester schedule.

Please send a resume, cover letter, three professional references and a brief writing sample to [andrew.skurnik@mail.house.gov](mailto:andrew.skurnik@mail.house.gov). No phone calls or drop-ins, please. Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

When emailing over your completed application materials, please include a resume, cover letter. And 2-3 references in one combined PDF.

### **MEM-421-24**



The Democratic Staff of the Committee on Rules is seeking full- and part-time, energetic **interns** for the spring (January - May). Our interns work closely with Committee staff to prepare materials for Committee meetings, conduct research projects, learn about the Rules of the House and the various procedures for legislation to reach the House Floor, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Interns will gain experience in legislative analysis, political communications, and institutional processes.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. All offers are conditional on completion of a federal criminal background check. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: "Legislative Intern Spring 2025 – Last Name, First Name" explaining why you want to join the Democratic staff of the House Rules Committee to [RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov). Please apply by November 8, 2024.

**Note:** Students on quarter systems or with unusual schedules are still encouraged to apply—please detail your particular situation in your cover letter.

### MEM-420-24

Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Fall 2024 **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 (also located on [delauro.house.gov/services/internships](https://delauro.house.gov/services/internships)), cover letter, resume, brief writing sample (1-2 pages), and two reference contacts in a single PDF file to [Lydia.McCarty@mail.house.gov](mailto:Lydia.McCarty@mail.house.gov) with the subject line "Spring 2024 Internship" by November 15.



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-418-24

Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Spring 2024.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. They should be self-starters with excellent writing and organizational skills.

Our office is an equal opportunity employer, and we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be given to candidates with New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

#### **Key responsibilities of D.C. interns include:**

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Legislative work: attending hearing and briefings, writing memos, composing cosponsor recommendations, and drafting letters to be sent to constituents
- Organizing incoming mail
- Assisting with press clips and communications tasks

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from January to May. Preference will be given to those with availability of at least 20 hours per week, and a stipend will be provided.

To apply, please fill out the application and submit a resume and cover letter through this link: [menendez.house.gov/services/internships](https://menendez.house.gov/services/internships). Please indicate your availability in your cover letter and format the files [LastName\_CoverLetter] and [LastName\_Resume].

### MEM-417-24

Rep. Troy Nehls (TX-22) Seeks full time **Legislative and Press Interns** for Spring 2025

Congressman Troy E. Nehls' (TX-22) Washington, D.C office is currently seeking qualified individuals who have a passion for federal policy and America First priorities to serve in his Washington, D.C. office for the Spring of 2025. This internship provides students with a



firsthand understanding of our nation's legislative process. Interns will contribute to the daily operations of the office. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, attending briefings and hearings, performing legislative research, and assisting both legislative and communications staff.

Those interested should send their resume and cover letter to [jacqueline.camuy@mail.house.gov](mailto:jacqueline.camuy@mail.house.gov) with "Spring 2025 Internship" in the subject line. Applications are reviewed on a rolling basis until November 2nd.

Texas ties are preferred.

**Hours:**

Full-time interns will work 9:00 AM to 5:00PM when out of session, 8:30 AM – 6:00 PM when in session Monday through Friday in order to meet the full-time rate.

**Stipend:**

This is a paid internship. Please include availability, previous experience and information about yourself and your education. Texas ties preferred.

**Transportation Accommodations:**

Interns will be able to use the Metro and will be reimbursed for their commutes to and from the office

**MEM-416-24**

The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

Typical duties will include answering phones, leading Capitol tours (Washington, D.C.-based), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid, part-time internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates who are interested in the legislative process are highly encouraged to apply. The Congresswoman is on the Oversight and Accountability Committee and the Space, Science, and Technology Committee. Ties to Pennsylvania's 12th Congressional District are preferred, but not necessary.



All applicants should apply by November 15, 2024,  
at: <https://summerlee.house.gov/internships>.

## MEM-414-24

The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Spring 2025 term.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

### **Intern Expectations**

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

### **Internship Responsibilities**

#### **Legislative interns can expect to:**

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Process tour requests and lead Capitol tours
- Handle mail
- Assist in processing casework
- Perform legislative research
- Work on other administrative tasks as directed

#### **Press interns can expect to:**

- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Create graphic design posts for social media
- Compile daily press clips
- Edit video clips
- Maintain press lists
- Answer phones and assist in correspondence as needed.

In our DC office, you can apply to be EITHER a Legislative OR Press intern. In our Los Angeles office, you will be a general office intern.

### **Internship Dates and Details:**



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

Spring internships are slated to start early January and go until late April/early May, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, November 22nd .

**To apply:** Interested applicants should send their resume and a brief cover letter (in one document) to:

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship.
- Use the subject line “First name Last name [Legislative] OR [press] – Spring 2025 internship”
- [ca37.DOinternships@mail.house.gov](mailto:ca37.DOinternships@mail.house.gov) for Los Angeles office internship
- Use the subject line “First name Last name – Spring 2025 Internship” in your email.

Please reach out our intern coordinator, Madilyn Brandon, with any questions at [Madilyn.Brandon@mail.house.gov](mailto:Madilyn.Brandon@mail.house.gov).

## MEM-413-24

**Communications Interns** assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework inquiries, and aiding the Congresswoman’s communications efforts. Experience working in communications is a plus.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an eye for and ability to create engaging digital content, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, a one-page writing sample, and a sample social media post with relevant written and visual components in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Spring Communications Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Thursday, October 31, 2024, at 5 PM ET, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other





non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

### MEM-412-24

**Legislative Interns** assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman's legislative agenda.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an ability to manage multiple short-term and stretch assignments, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "DC Spring Legislative Internship-[LAST NAME]" in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Thursday, October 31, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

### MEM-409-24

Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District (Kirkland) offices. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Kirkland, WA interns will have the opportunity to attend community events and tours with the Congresswoman and staff. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.



To apply, please submit a cover letter, resume, and short writing sample (1 to 2 pages) through our web form here: <https://airtable.com/appNK10LkiweHjE79/shrKQyVOSs0khwKCp>. The deadline for Spring 2025 internship applications is Friday, November 8th at 11:59 PM.

## MEM-407-24

Job Opening: **Spring DC Fellowship**

Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for a legislative fellowship during the Spring 2025 term. This fellowship is a great opportunity for individuals in professional programs who seek to gain an in-depth legislative experience. This is a full-time, in-person position.

Fellows assist the legislative team with drafting legislation, assisting with stakeholder meetings, and helping with committee assignments.

**Duties include but are not limited to:**

- Performing Research (CRS, the Library of Congress, MIN, or other available resources)
- Attending meetings on behalf of the office
- Drafting talking points, proclamations, and various briefings
- Staffing the Congressman at various events
- Tracking and responding to constituent requests and letters
- Helping find legislative opportunities for sponsorship and co-sponsorship
- Performing tasks and duties as needed to help day to day activities of the office

Other duties will be based on the fellow's interests.

We are looking for candidates with an eagerness to learn, research skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and research experience are pluses. Must be in a program that sponsors your fellowship.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to [HR.Thanedar@mail.house.gov](mailto:HR.Thanedar@mail.house.gov) with the subject line "Last Name - Spring DC Fellow Application." The application deadline is November 15, 2024. No calls or drop-ins, please.

## MEM-406-24

Job Opening: **Spring DC Internship**

Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for press and legislative internships during the Spring 2025 term. This internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, in-person position.



**Duties include but are not limited to:**

- Answering phone calls
- Greeting office visitors
- Drafting constituent correspondence
- Coordinating tour requests and leading tours of the Capitol
- Attending congressional briefings, hearings and other professional development events
- Drafting press releases to be posted on the website and social media accounts
- Researching legislation and writing cosponsor memos for the legislative team
- Assisting operations, communications, and legislative staffers with various tasks

Other duties will be based on the intern's interests.

We are looking for candidates with an eagerness to learn, customer service skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and service industry experience are pluses.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to [HR.Thanedar@mail.house.gov](mailto:HR.Thanedar@mail.house.gov) with the subject line "Last Name - Spring DC Press or Legislative Intern Application." The application deadline is November 15, 2024. No calls or drop-ins, please.

**MEM-404-24****FERN HOLLAND INTERNATIONAL AFFAIRS FELLOWSHIP**

Congressman Moulton offers a full-time, paid foreign policy **fellowship** in our Washington, D.C. office. This opportunity is only open to candidates who are currently Pell Grant-eligible or who were Pell Grant-eligible while pursuing their bachelor's degree. Current undergraduate students, current graduate students, and recent college graduates are welcome to apply, though preference is given to graduate students. The fellow will work on assignments on foreign policy and national security, in addition to some regularly assigned intern responsibilities.

**RESPONSIBILITIES**

Conducting legislative research.

Taking notes at briefings and hearings.

Organizing research from Members of Congress and outside organizations.

Writing briefings for the Congressman.

Drafting questions for House Armed Services Committee and Select Committee on China hearings.

The full fellowship description can be found [here](#).

**APPLICATIONS:**

Please email [MA06.Resumes@mail.house.gov](mailto:MA06.Resumes@mail.house.gov) with your resume and cover letter using the subject line: FHF: LAST NAME.



- If you are selected for an interview, a staff member will contact you
- Applications are reviewed on a rolling basis
- If selected, you will be required to submit a FAFSA form.

If you have any questions, please email Emerson Jacobson  
([Emerson.Jacobson@mail.house.gov](mailto:Emerson.Jacobson@mail.house.gov))

### MEM-401-24

The office of Congressman Kevin Kiley is seeking full or part-time **interns** for the FALL 2024 term. Position duties include attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply.

Interested applicants should send their resume and availability. Please use “Kevin Kiley Internship” in the subject line. Please send resumes to [Anthony.euceda@mail.house.gov](mailto:Anthony.euceda@mail.house.gov)

### MEM-400-24

The Washington D.C. Office of Representative Brad Sherman CA-32 will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted October 1st, 2024 – November 8th, 2024.

#### **Interns will be responsible for:**

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Other administrative tasks as assigned
- As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should be a self-starter with strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. CA-32 ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume



- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to [brads.interns@mail.house.gov](mailto:brads.interns@mail.house.gov) with “CA-32 Spring 2025 Internship” in the subject line.

For more information on the internship please visit:  
<https://sherman.house.gov/contact/internships>

## MEM-398-24

Congressman Mike Levin (CA-49) seeks **interns** for his Washington, D.C., office for the Winter/Spring 2025 term.

These internships provide an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Interns should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude.

Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for either academic credit or a stipend. Internship applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.

### **Legislative intern responsibilities include:**

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

### **Press intern responsibilities include:**

- Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,
- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.
- Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.



This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. [Spring2025.Doe.Jane.pdf](#)) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by November 15, 2024.

Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

### MEM-397-24

**Internships** in the Office of Congressman Tim Kennedy are available for the fall, spring, and summer sessions for college students and recent graduates. Students will gain invaluable experience working for a member of Congress alongside congressional staff. Hours can be flexible to accommodate academic schedules.

In Washington, D.C. and the Buffalo District Office, intern responsibilities vary, but typically include answering phones, administrative duties, legislative research, attending hearings, meetings, and briefings, drafting correspondence, letters, and Congressional Extensions of Remarks, and assisting with media monitoring. In addition, interns may be assigned to assist in various constituent casework or assist with district-based projects. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship, please email <<[ny26internapplication@kennedyny26.com](mailto:ny26internapplication@kennedyny26.com)>> with the subject line [Name], [DC or District Intern], and [Session (Spring, Summer, Fall)]. Please include a resume, cover letter, and three references as attachments. Applications will be reviewed on a rolling basis, and you will be notified if and when the position has been filled.

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.

### MEM-396-24

The office of Congressman Kevin Hern (OK-01) seeks motivated and team-oriented **Interns** to assist with various office duties based in his Washington, D.C. office for the 2025 Spring Term (January – April/May). Internships are intended to current undergraduate students, recent college graduates, and students currently enrolled in graduate school.



Responsibilities include, but are not limited to, answering constituent phone calls, taking notes at briefings and hearings, conducting tours of the Capitol, drafting correspondence letters, assembling press and news clips, and assisting staff with other research and administrative duties.

Ideal candidates have a strong interest in public policy, demonstrated responsibility, respectable personal conduct, and are committed to serving the constituents of Oklahoma's 1st Congressional District with the utmost diligence.

Interested candidates should visit <https://hern.house.gov/services/internship.htm> for application instructions.

Application Deadline: November 20th by 5pm CST  
Start Date: January

### MEM-394-24

The District Office of Representative Joseph Morelle, NY-25 in Rochester, NY, will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted September 30th, 2024 – November 1st, 2024.

#### **Interns will be responsible for:**

- Completing constituent calls
- Writing letters, certificates, and proclamations
- Day-to-day office work
- Interacting with members of staff in the Rochester office and virtually in the D.C. office
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability





Applications should be sent in PDF format to [Eric.Gros@mail.house.gov](mailto:Eric.Gros@mail.house.gov) with “NY-25 Spring 2025 District Internship” in the subject line.

The deadline for this internship application is November 1st, 2024, but applicants are encouraged to submit their application early. Interview requests will be sent out following the November 1st deadline.

For more information on the district internship please visit:  
<https://morelle.house.gov/congressional-internships>

## MEM-393-24

The Office of Congresswoman Kim Schrier (WA-08) is seeking **interns** in its Issaquah and Washington, D.C. offices for spring 2025.

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. 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. Stipends or academic credit are available.

Please apply by November 15, 2024, at 11:59 p.m. ET.



Please be prepared to submit a cover letter, resume, three references and relevant information at <https://schrier.house.gov/services/internships>. If you have issues with this form, please email relevant application materials to [DistrictInternshipsWA08@mail.house.gov](mailto:DistrictInternshipsWA08@mail.house.gov).

### MEM-391-24

Representative Jim Baird (IN-4) is seeking **internship** applicants for Spring 2025 in his Washington, DC office. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

Responsibilities may include answering phones, greeting office visitors, sorting mail, conducting legislative research, attending hearings and briefings, giving tours of the U.S. Capitol, assisting communications staff with press releases and social media, and drafting constituent letters.

The ideal candidate should have strong oral and written communication skills, be detail oriented, motivated, and flexible, and address all work with a positive attitude.

Prior constituent or customer service experience, a demonstrated interest in public service, and District/Indiana ties are preferred.

The internship will run from early January to mid-May and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>.

Any questions can be directed to [baird.intern@mail.house.gov](mailto:baird.intern@mail.house.gov).

### MEM-390-24

Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office. Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

#### D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.



- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

### **DISTRICT RESPONSIBILITIES**

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

### **APPLICATIONS**

Applicants can find more information on the internship portal at [moulton.house.gov](https://moulton.house.gov) under the ‘Services’ tab. All applications are due on November 10th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Emerson Jacobson ([Emerson.Jacobson@mail.house.gov](mailto:Emerson.Jacobson@mail.house.gov))

Internship” in the subject line. No phone calls or drop-ins, please.

### **MEM-384-24**

The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2025. This is an in-person opportunity with limited hybrid hours possible. 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.

