



U.S. House of Representatives

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INTERNSHIP VACANCY LISTING

Week of January 29, 2024

MEM-038-24 The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this summer. The summer internship is from June 2024 – August 2024.

In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

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 two references to LBR.Internship@mail.house.gov, indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. "DC Summer 2024 Internship – NAME"). Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please.

MEM-037-24 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 March 15, 2024
at: <https://summerlee.house.gov/internships>

MEM-036-24 **Internships** are available in both the Washington, D.C. and Little Rock, AR offices of Congressman French Hill. Applications should be submitted by March 1, 2024 but early applications are encouraged.

In Washington, interns will work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. D.C. internships will be approximately 5 weeks for Session One (late May - late June) and Session Two (early July - early August).

Interns in D.C. also will have the opportunity to:

- Conduct research on various legislative issues
- Assist with mail correspondence
- Attend Capitol Hill briefings, congressional hearings, and press events
- Assist with our communication team edit and write newsletters, blogs, and memos
- Guide constituents on Capitol tours

In Little Rock, interns will work closely with district office staff in various constituent services areas and will have the opportunity to:

- Focus on constituent services
- Assist in answering constituent phone calls
- Assist staff with outreach and special projects as needed

Internships in Little Rock will be for 8 weeks (late May - late July). Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience a plus. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks.

Please send a resume, cover letter, and two references to ar02.applications@mail.house.gov to apply. When submitting your application, please indicate which office location and which summer 2024 term (if applicable) you are applying for.

MEM-035-24 The Office of Congressman Maxwell Alejandro Frost is hiring an **intern** in our Washington, D.C. office for the spring 2024 semester. Interns will gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but we generally require 35 hours a week and pay \$18 an hour.

Interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, fulfill tasks for communications 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 functions of a congressional office.

District and Florida ties preferred. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should apply on our website via <https://frost.house.gov/services/internships> and indicate which term they wish to apply for. Applications are accepted on a rolling basis.

MEM-034-24 The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full-time are preferred. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Summer 2024 Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-031-24 The Democratic staff of the U.S. House Select Committee on the Strategic Competition between the United States and the Chinese Communist Party seeks qualified undergraduate students and graduates for a paid press **internship** for the Spring 2024 session. This position is hybrid (in-office and remote).

Our ideal candidates are organized, committed, and eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process.

Ideal candidates possess strong organizational, communication, research and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. Interns play a key role in the office and will work closely with Committee staff.

Familiarity with tools and techniques of social/digital media is required; knowledge of Canva is strongly preferred.

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

Interested applicants should submit their resume, cover letter, and one writing/graphic sample to SCCDems.resumes@mail.house.gov. Please put "Spring 2024 Press Intern Application" in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-022-24 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks.

The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders. The ideal candidate will possess superb written and oral communication skills; have some policy experience; and enjoy collaborating with others in a fast-paced environment.

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

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with "Legislative Fellow" in the subject line.

MEM-017-24 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 soon as possible with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits. The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to nj02internships@mail.house.gov. 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-016-24 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time paid **interns** for the Summer 2024 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 and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, 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 stating availability, short writing sample, and three references to Jayapal.DCInternships@mail.house.gov with the subject “2024 Summer Internship Application – FirstName LastName” by Sunday, March 31st.

MEM-015-24 The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented **internship** experience in the DC District Office.

District Intern responsibilities include answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will learn about the important functions of our impactful District office.

The term of this internship will be from June 3rd, 2024 to August 15th, 2024. The internship is a 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, 1 writing sample on a current issue, and at least one reference to norton.casework@mail.house.gov. The deadline to apply is 9:00 am EST, Sunday, February 4th. 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-006-24 Spring **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.