



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of April 11, 2022

MEM-201-22 The Office of Congressman Kweisi Mfume (MD-07) is currently accepting applications for Summer 2022 in our Baltimore and DC offices.

Interns will learn about the legislative process, constituent services, and many other functions of a congressional office.

DC Intern responsibilities include: answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed.

Baltimore Intern responsibilities include: answering phones, assisting with casework, working on special projects in the district and other constituent related matters.

The term of this internship will be from June – Early August.

•Paid full-time internships: must work at least 30 hours a week.

Interested applicants should email a cover letter, resume, short writing sample to Md07employment@mail.house.gov by noon on April 22, 2022. Please be sure to note in the subject line Summer Internship and which office you would prefer to work.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

District and Maryland ties are preferred but not required. No phone calls, follow-ups or drop-ins, please.

MEM-198-22 The Democratic Staff of the House Committee on Natural Resources is currently seeking a full-time **intern** for Summer 2022 (May - August).

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about the committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend of \$1,800 plus transit benefits.

Our office currently operates on a hybrid basis – M, F remote and Tu, W, Th in-person. Depending on guidance from the CDC and Office of the Attending Physician, internship format may be modified to remote work at any time.

To apply, address your application materials to Anna Martin at NRD.Internships@mail.house.gov with the subject line "Spring Internship Application – First Name Last Name" by COB April 15, 2022.

Please include a (1) cover letter, (2) resume, (3) short writing sample, and (4) dates of availability.

Applicants will be considered on a rolling basis. Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. No phone calls, emails, or drop-ins please. This posting will be removed from the Committee's website when the position has been filled.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-190-22 Congressman Gregory W. Meeks (NY-5) is seeking an enthusiastic, highly motivated legislative and press/digital **interns** to work in-person in our Washington DC office for Summer 2022.

Interns in Washington, D.C. are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff.

This includes attending Congressional hearing and briefings, writing memos, compiling press clippings, drafting social media posts, answering phones, and sorting mail. As an intern for Congressman Meeks, the Chairman of the House Foreign Affairs Committee and a senior member of the House Financial Services Committee, you will have a unique opportunity to gain unparalleled exposure to the political processes and legislative work on Capitol Hill.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants are diligent and communicative and are willing to follow through on a wide variety of tasks.

Please submit your resume, cover letter, and 2–3-page writing sample and graphic sample (if applicable) to meeks.house.gov. Please submit your application no later than Friday, April 22nd at 11:59 PM EST.

MEM-188-22 Congressman Conor Lamb (PA-17) has openings for full and part-time congressional **interns** for his Washington, D.C. office during the Summer of 2022.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in May, and a preference for those who can stay at least three months. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting staff with projects in diverse issue areas.

Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties and customer service experience are strongly encouraged to apply. There is a stipend and transit benefits available for qualifying candidates.

Please e-mail a resume and cover letter including desired start date and availability to lamb.tours@mail.house.gov.

MEM-181-22 Congressman Scott DesJarlais (TN-04)—paid; full-time **internship**
The DC office of Congressman DesJarlais is looking for summer interns— from June through the end of July.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday.

Interested candidates should e-mail an updated resume and cover letter to MeKenna.Carman@mail.house.gov

MEM-178-22 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Summer 2022 semester.

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

Duties include: answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. Please indicate which session is preferred – Session A (May 9- June 17) or Session B (June 21- July 29).

A stipend will be provided to accepted applicants. Deadline to apply by is Friday, April 15, 2022. All materials must be submitted to Joelle.Lawrence@mail.house.gov.

MEM-175-22 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Summer 2022 term. The internships are in-person and will run from May to August. Dates are flexible. This internship is open to undergraduate and recent college graduates.

Intern responsibilities include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced work environment. District ties will be considered however are not required.

Interested applicants should send their resumes, cover letters, and any writing samples with the subject line "Summer 2022 Internship" to Ben.Savercool@mail.house.gov

MEM-174-22 Northwest Florida office is seeking summer **interns** in Washington, DC. The summer semester runs from May through August, dates are negotiable.

The internship offers opportunities to gain hands-on experience working in a congressional office including legislative research, operations, and

communications. Qualified applicants should possess strong writing and communication skills, the ability to multi-task, a positive attitude, a strong sense of professionalism, and a passion for public service. Candidates enthusiastic about the America First movement are encouraged to apply.

Interns' responsibilities will vary. Primary responsibilities include: checking voicemails, leading Capitol tours, handling mail, assisting with special projects, attending briefings, performing legislative research, drafting memos, assisting with case work, and other tasks as needed.

To apply, send a resume and cover letter to northwestflorida000@gmail.com with the subject "Summer Internship Application". In your cover letter, please indicate expected start and end dates and hours available to work. The application deadline is on a rolling basis.

MEM-166-22 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate or law school student for a full-time **internship** for Summer 2022.

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

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time.

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Spring 2022 GovOps” to GovOpsSubcommittee@gmail.com with “Spring 2022 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

MEM-156-22 The Washington, D.C. office of Congresswoman Gwen Moore (D-WI-04) seeks **interns** for the upcoming Summer 2022 term. The D.C. office has two types of internships: A Legislative Internship and a Press Internship.

Legislative Intern responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, researching legislation for the legislative staff, and providing support for the day-to-day activities of the office.

Press Intern responsibilities include drafting social media posts, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Communications Director in the day-to-day press operations of the office.

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

Interested applicants should send a resume, a one-page cover letter, and one short writing sample to WI04DC.Internships@mail.house.gov.

Additionally, applicants should indicate their expected start and end dates, availability for Monday-Friday, and which position they are applying for (or state that you do not have a preference). We also ask that applicants for the Press Internship submit 1-3 sample graphics.

Deadline to apply is 5:00 PM ET on Friday, April 15th, 2022.

MEM-150-22 Congresswoman María Elvira Salazar (FL-27) is currently accepting applicants for **interns** in her Miami and Washington, D.C. offices for the summer session.

CORE RESPONSIBILITIES: to assist in performing research, processing the mail, data entry, reception duties, and other office errands.

QUALIFICATIONS: good oral and written communication skills (Spanish language skills preferred); ability to work cooperatively and courteously with others; good organizational skills; and willingness to learn. Ties to South Florida and means of travel are a plus.

DUTIES:

- performs research and drafts briefs;
- attends community events and Congressional briefings;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephone;
- logs constituent correspondence, including their full names, addresses, and all other relevant information;
- greet visitors; and
- performs other duties as assigned by the intern coordinator of their office.

DURATION: Summer interns will begin their internship programs no earlier than May 1 and conclude their program no later than August 15. Interns are expected to serve in the office at a minimum of 15 hours each week during their tenure.

HOW TO APPLY: the deadline for applications for the Summer 2022 internship session is April 30.

Interested applicants may submit their resume and a cover letter to Howard Senior at hs@mail.house.gov (Miami) or Liam Diebel at liam.diebel@mail.house.gov (Washington, D.C.), in addition to completing the online application available at <https://salazar.house.gov/services/internships>.

MEM-145-22 District Office – Summer Internships

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid summer internship (June-August).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

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

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to WA10resumes@gmail.com with “District Office Intern-[LAST NAME]” in the subject line. The deadline for applications is Friday, April 15, 2022. Applicants are encouraged to submit their application early.

This office is 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 another non-merit factor. BIPOC applicants are encouraged to apply.

Please no unsolicited phone calls or drop-ins.

MEM-144-22 DC Office – Summer **Internships**

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid summer internships which will run from June to August.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content, and working with the press team to devise media strategies and bolster the office’s communication efforts. Experience working in press, communications, or a related field is a plus.

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

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to WA10resumes@gmail.com with “DC Summer Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Friday, April 15, 2022, 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 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 another non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

MEM-136-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this summer.

Digital 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 is a must; sense of humor strongly encouraged.

This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-135-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented undergraduate or graduate student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov.

MEM-089-22 The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to E&L.Jobs@mail.house.gov with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

The 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. Candidates of diverse backgrounds are strongly encouraged to apply.

MEM-083-22 Summer Internship Opening for Rep. Josh Gottheimer (D-NJ)

The Washington, D.C. Office of Congressman Josh Gottheimer (NJ-05) is seeking motivated, organized, and hardworking individuals for the summer term.

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. New Jersey ties are a plus.

Please send a resume, cover letter, one-page writing sample, and dates of availability as one PDF with subject line “DC SUMMER INTERNSHIP 2022” to nj5jobs@mail.house.gov.