



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of April 3, 2023**

**MEM-191-23** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Spring 2023 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/hearings, performing legislative research, and supporting staff members on various projects.

Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter, short writing sample, three references, and availability to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov) with the subject "2023 Summer Internship Application" by Sunday, April 9th.

**MEM-190-23** Congressman Dan Goldman offers **internships** in both his Washington D.C. and District Offices in Manhattan and Brooklyn.

To apply, please submit your resume, cover letter, and a short writing sample as one PDF at <https://goldman.house.gov/services/internships>

We are proudly an office that is an equal opportunity employer. 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 ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Summer Priority Application Deadline: Monday, April 3rd at 5pm. Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Answering phones
  - Batching emails and drafting responses to constituents
  - Assisting staff with events
  - Researching legislation and legislative ideas
  - Giving Capitol Tours if in DC
  - Assisting with resolving constituent issues with federal agencies (casework) in NYC
  - Attending briefings and hearings for staff and drafting memos about them
- Applicant Requirements
- Effective communication skills for verbal and written correspondence
  - Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
  - Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
  - Time management skills including the ability to prioritize, and track work status
  - Attention to detail
  - Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

Additionally, Interns and Law Clerks, depending on their location and specialization will assist with casework/constituent services, press or legislative assignments where needed.

**MEM-188-23** DC Office – Summer **Internships**

The DC office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid and unpaid summer internships (June - August 2023). The DC office offers two types of internships:

### Legislative Internships

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.

### Press Internships

Press Interns assist the communications staff by compiling clips, drafting social media posts and press releases, creating digital content, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

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Ideal candidates for these internships possess strong communication skills, an excellent attention to detail, an ability to succeed in a fast-paced workplace, and a good sense of humor. Ties to Washington State 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](mailto: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 Tuesday, April 18, 2023, at 5 PM PT, 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 another non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

**MEM-186-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. This internship would start immediately and last until early May 2023.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship. Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>

**MEM-180-23** “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Summer 2023 (Internship would run from May through August 2023) in her Washington DC office. Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member’s office.

Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with “Washington D.C. Intern Summer 2023” in the subject line, their resume, cover letter, two references, and social media handles to [FL03.Internships@mail.house.gov](mailto:FL03.Internships@mail.house.gov) (No drop-ins or phone calls). The Deadline to apply is April 10th.

**MEM-178-23** The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Summer 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Our interns have the opportunity to work either in person or virtually, but preference will be given to applicants who can commit to working in person. Interns are paid via a monthly stipend.

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

Interested applicants should send a resume, cover letter, and one short writing sample to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov). Additionally, applicants should

indicate their availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, April 21st, 2023.

**MEM-174-23** The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a paid Spring 2023 **internship** in her Washington D.C. office.

Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, and assisting with communications tasks. 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.

Ideal candidates will be team-players who have a strong work ethic, quality written and verbal communication skills, possess a positive attitude and a commitment to exceptional constituent service. Florida ties are preferred but not required.

Interested candidates should submit their cover letter, resume, and writing sample to [Hannah.So@mail.house.gov](mailto:Hannah.So@mail.house.gov).

**MEM-173-23** The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40-hours a week) summer **internship** in our Washington D.C. office. This internship will take place June through August with a flexible start and end date.

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:**

- Interns will be paid \$15 an hour
- Academic credit is available and should be arranged with your academic institution
- This is an internship based in Washington D.C. Those who live outside of the Washington D.C. area may be eligible to receive an additional \$1,500 compensation to assist with housing over the course of the internship

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:**

We are currently accepting applications for an internship based in Washington D.C.. We are not currently hiring in district, but applicants who are interested in an internship based in Oregon's 6th district are welcome to apply for future consideration.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume and cover letter. Rolling applications are open until April 3rd at 8:59 PM PST/ 11:59 PM EST.

**MEM-172-23** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated press/digital **intern** to work in person in the Washington, DC office for the summer 2023 session.

Press/Digital Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press releases, talking points and other written materials, answering phones, and sorting mail.

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. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a full time position that offers a monthly stipend.

Please submit your application with a one-page writing sample and graphic design sample (if applicable) to [meeks.house.gov](mailto:meeks.house.gov) no later than Friday April 14th at 5 PM.

**MEM-171-23** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic highly motivated legislative **intern** to work in person in the Washington, DC office for the summer 2023 session.

Interns in Washington, DC 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 hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

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 have District ties, though not required. This is a full-time position that offers a monthly stipend.

Please submit your resume, cover letter, up to 2-page writing sample to [meeks.house.gov](https://meeks.house.gov), no later than Friday April 14th at 5 PM.

**MEM-166-23 Rep. Frost Internship**

In the Washington, D.C. and district offices, internships run throughout the fall, spring or summer semesters for college students. Students gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but generally run 9:30 am to 4:30 pm, 5 days a week.

In Washington, D.C., interns' responsibilities will vary. They may be asked to answer phones, 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.

Undergraduate students, recent college graduates and district ties preferred. Women and minorities are encouraged to apply.

Interested applicants should apply via <https://frost.house.gov/services/internships>. Cover letters should detail reasons for applying to the position. A stipend will be given to accepted applicants. Deadline to apply is April 15, 2023.

**MEM-159-23** The office of Congressman Kevin Mullin (CA-15) is accepting applications for part-time, paid **internships** for the Spring quarter.

The ideal candidate will have excellent communication 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, leading tours of the Capitol, drafting constituent correspondence, attending policy briefings and hearings, and other tasks as assigned. The Spring term begins mid-April and ends mid-June with flexible start and end dates. Work will be in-person.

To apply, please submit a resume and cover letter as one PDF including availability to [MullinInternships@gmail.com](mailto:MullinInternships@gmail.com). Email subject line should follow the following format: LastName, FirstName – Spring Internship. Additionally, please note any ties to the Bay Area or California in the body of your email. Applications will be accepted on a rolling basis.

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-149-23** The Office of Representative Scott Fitzgerald (WI-05) is seeking full-time and part-time **interns** for the summer in our D.C. and Oconomowoc office.

Duties will include, but not limited to, answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Wisconsin ties are preferred, but not required.

To apply, please visit our website at <https://fitzgerald.house.gov/services/internships>. If you have any questions, please contact Reagan Harrison at [reagan.harrison@mail.house.gov](mailto:reagan.harrison@mail.house.gov).

**MEM-146-23** D.C Legislative **Intern**

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

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

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special



projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

#### Apply

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages)

to [Pappas.Internships@mail.house.gov](mailto:Pappas.Internships@mail.house.gov) with “[Last Name] Internship Application – [Season] 2023 ” in the subject line.

In your email, please also specify your specific dates and times of availability.

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

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

1. Is a U.S. citizen;
2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying, but delays attributable to the processing of the application do not count toward the two-year deadline);
3. Is admitted as a refugee or is granted asylum and has filed a declaration of intention to become a lawful permanent resident and subsequently a citizen when he/she is eligible to do so; or
4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).

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

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

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

Internship hours are flexible to accommodate students’ course schedules, but generally run from 9:00 a.m. to 6:00 p.m. EST in the DC office, and 9:00 a.m. to

6:00 p.m. MT in the District office. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are prioritized. Internships are eligible for a paid monthly stipend.

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

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

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

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

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

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

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

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

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

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

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

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

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

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

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

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

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

**MEM-133-23** Summer 2023 **Internship** Position:

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

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

The term of this internship will be from June 2023---August 11th, 2023. The internship is paid full-time internship, interns must work at least 30 hours a week, and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, writing sample, and at least one reference to [norton.casework@mail.house.gov](mailto:norton.casework@mail.house.gov).

The deadline to apply is 9:00 am EST, Tuesday, April 11th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-054-23** Summer **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12)

Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Summer 2022 Internship” to [Jerome.Vainisi1@mail.house.gov](mailto:Jerome.Vainisi1@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-597-22** House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will

gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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

Interested applicants should send a cover letter, resume, and brief writing sample to [housedemjobs@gmail.com](mailto:housedemjobs@gmail.com) with “Legislative Fellow” in the subject line.