



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of July 31, 2023**

**MEM-412-23** The Office of Congressman Bill Johnson (OH-06) is currently seeking **interns** for our DC office for the Fall 2023 semester.

The internship is expected to run from August to December.

Qualified applicants should possess strong communication skills, be interested in public policy, have a strong work ethic, and be ready to work in a rapid environment. This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happenings within Congress. This internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply.

Job duties include (but are not limited to)

- Leading tours of the Capitol Building
- Attending briefings and meetings
- Conducting congressional research for staffers
- Administrative assistance to staff
- Answering and logging phone calls

Ohio ties are preferred but not required. Current college students and recent graduates are welcome to apply.

Interested candidates should apply through our website <https://billjohnson.house.gov/constituentservices/internships.htm>

**MEM-410-23** Congressman Dan Goldman offers **internships** in his Washington D.C. To apply, please submit your resume, cover letter, and a short writing sample as one PDF below.

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.

Fall Priority Application Deadline: Friday, August 4th at 5pm. Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- 1.Compiling daily press and TV/Radio clips
- 2.Drafting press releases
- 3.Transcribing the Congressman's public remarks
- 4.Maintaining the office's press list and identifying new contacts
- 5.Supporting our Digital Manager in social media and graphic design projects
- 6.Answering phones
- 7.Batching emails and drafting responses to constituents
- 8.Assisting staff with events

#### Applicant Requirements

- 1.Effective communication skills for verbal and written correspondence
- 2.Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
- 3.Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- 4.Time management skills including the ability to prioritize, and track work status
- 5.Attention to detail
- 6.Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

<https://goldman.house.gov/services/internships>

Please do not call in or come to our office to ask the status of your application. We will contact applicants to provide them with next steps.

**MEM-409-23** The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the 2023 Fall Term.

The Digital/Press Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics. Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director and the Digital/Creative Assistant.

#### RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital/Creative Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Legislative Correspondent with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

#### PREFERRED EXPERIENCE:

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

#### TO APPLY:

The internship will run from mid-August to December. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to [Tommy.Vo@mail.house.gov](mailto:Tommy.Vo@mail.house.gov) with the subject line "(First Name) (Last Name) – Digital/Press Intern." This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal's unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Friday, August 4th.

**MEM-408-23** The Office of Congressman Greg Casar (TX-35) is currently seeking candidates for paid **internship** for the Fall 2023 term. Fall internships are part-time and in-person in our Washington, DC office. Ties to the District, Texas, and Spanish language fluency are preferred but not required. Applications are due by August 11, 2023.

The Fall 2023 internship program runs September 5 to November 15. Internships in our office are paid \$15/hour at the close of each month. A summer internship is 20 hours per week, five days a week from 9:00AM to 5:00PM ET. Schedule is flexible to accommodate students enrolled in summer semester 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.
- 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 August 11, 2023, at 12 midnight ET/ 11 pm CT. Interested applicants should:

- 1.Fill out an application via the link: <https://airtable.com/appuMrGvk8IxRZcmc/shrEyknNWWJv0kAdw>
- 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).
- 3.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-406-23** Fall **internships** in Rep. Angie Craig’s office will be held in-person in the Washington, DC office. All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns’ policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota’s Second Congressional District. Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

**Application Instructions:**

- To apply for an internship in the Washington, DC office, please email a combined PDF of your resume and one-page cover letter to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov). Please format your email subject line as “FirstName.LastName – DC Internship.”
- Please include your weekly availability between the hours of 9:00am and 6:00pm ET in your cover letter.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig’s office is an equal opportunity employer and

does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For Summer internships, applications must be submitted no later than 11:59pm ET on Monday, August 14, 2023. Late submissions will not be considered nor accepted. If you have any questions regarding the internship program or the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov).

**MEM-404-23** The Democratic Staff at U.S. House Committee on the Judiciary is seeking a full or part-time Legal **Intern** for the Fall 2023 session.

The legal internship program offers law students an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process. The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, and antitrust law. Legal interns work closely with committee staff, including subcommittee staff and/or the oversight team, on a range of issues.

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

1. Researching policy issues under the committee's jurisdiction
2. Conducting legal research
3. Attending briefings and hearings on the Hill
4. Drafting memos
5. Supporting committee counsels
6. Supporting committee clerks and professional staff members
7. Providing administrative support, including answering calls, delivering correspondence, supporting transcribed interviews, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; 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 Fall 2023 session is August 11th. This internship is based in Washington, DC and is only open to law students. Applications can be submitted at the following website: <https://democrats-judiciary.house.gov/about/internship-opportunities.htm>.

**MEM-399-23** The Office of Congressman Mark Pocan (D-WI) is seeking full-time in-person **interns** in the Washington D.C. office for the Fall term.

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

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

To apply, please send a resume, cover letter, and a brief writing sample to [lizzy.Obrand@mail.house.gov](mailto:lizzy.Obrand@mail.house.gov) with “Pocan Internship – Fall 2023” in the subject line by August 11. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>.

**MEM-398-23** The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Fall 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 Monday, August 14th, 2023.

**MEM-397-23** 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-396-23** The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time committee **Interns** for paid 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-393-23** The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. This is a paid internship that complies with the House Paid Internship Program.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: McClintock Internship. No phone calls or drop-ins, please.

**MEM-389-23** The Democratic Staff of the U.S. House Select Committee on Strategic Competition between the United States and the Chinese Communist Party seeks qualified undergraduate students and recent graduates for paid **internships** for the Summer and Fall 2023 sessions. This position is hybrid (in-office and remote).



Responsibilities include, but are not limited to, assisting Committee staff in preparing for congressional hearings, conducting legislative research, providing support to investigations, drafting memoranda, and performing other policy and administrative tasks as necessary. Interns play a key role in the office and will work closely with Committee counsel and staff.

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.

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 sample (two pages max.) to [SCCDems.resumes@mail.house.gov](mailto:SCCDems.resumes@mail.house.gov). Please put “[Summer/Fall] 2023 Intern Application” in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes. For the Summer session, the Committee is seeking to hire interns as soon as possible.

**MEM-388-23** The office of Congresswoman Susie Lee is seeking fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned.

Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Interns will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Fall DC Intern” in the subject line. No phone calls or walk-ins please.

**MEM-385-23** Congressman Cliff Bentz (OR-02) is seeking Fall **interns** for his Washington D.C. Office.

Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in, and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person.

All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships>.

**MEM-380-23** Committee on House Administration – Majority Staff

Title: Legal **Intern**

Reports to: General Counsel/Deputy Staff Director

Job Summary: This temporary position performs a key role in assisting committee staff with the development and execution of the Committee on House Administration's strategy with respect to elections, legislative oversight, and Capitol security issues, as well as ensuring that the committee's activities are operated in conformance with applicable statutes, House Rules, and Committee Rules. Goals of this position include development of the incumbent's legal research, writing, and advice skills, exposure to the Committee's areas of jurisdiction, and increased knowledge of the Legislative Branch.

Major Duties:

- Legal research as directed by General Counsel or other members of the legal team.
- Writing tasks to include plain-English advice and memoranda.
- Committee hearing/meeting monitoring and preparation assistance.
- As the Congressional calendar warrants, assistance to General Counsel with respect to the debate of legislation either in Committee or on the Floor of the House.
- Other duties as assigned.

Requirements:

- Ability to work full-time and in-person at our Washington, D.C. office.

- Enrolled at an accredited U.S. law school (or a recent graduate).
- Authorization to work in the United States.
- Demonstrated interest in developing legal research and writing skills and open to mentoring and constructive, productive feedback.
- Ability to initiate and maintain positive working relationships with colleagues.
- Ability to complete assigned tasks and prioritize those tasks in an efficient manner in a high-pressure environment that may require tight deadlines.
- Dedicated focus on strong communication.
- Ability to act with integrity and in a fair and equitable fashion toward all Members, staff, and stakeholders.
- Anticipates and adjusts for problems.
- Creative and has a willingness to learn and grow.

Benefits:

- Paid stipend.
  - Transit benefits.
  - Class credit (if available through the law school).
- \* This is a congressional position. Applicants' partisan affiliation may be considered.

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties, and skills required. The duties may be changed and other duties may be assigned.

To apply, please send a resume and writing sample to [Hannah.Fraher@mail.house.gov](mailto:Hannah.Fraher@mail.house.gov).

**MEM-373-23** The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Fall 2023 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to being a team player. Responsibilities will include answering phones, attending policy briefings and meetings, providing tours of the Capitol, and conducting legislative research to support the needs of the Congresswoman's staff.

The internship will run through the Fall semester, from 9am-6pm when Congress is in session and from 9am-5pm when Congress is not in session. Ties to Nevada's First District are strongly preferred.

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. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

Interested applicants should e-mail a cover letter, resume, and short (1-2 page) writing sample in a single document to [Ciara.Donovan@mail.house.gov](mailto:Ciara.Donovan@mail.house.gov) with “[LAST NAME, FIRST NAME] Fall 2023 Internship Application” in the subject line. No calls or drop-ins, please.

Applications will be accepted until Friday, August 11th with applications considered on a rolling basis.

**MEM-372-23** The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Applicants must be available to begin in early September. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

Intern responsibilities include:

- \*Compiling press clips by 9:30am ET every morning
- \*Social media strategizing for increased growth
- \*Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- \*Creating graphics for social media, knowledge of Photoshop or Canva preferred
- \*Drafting speeches
- \*Drafting short newsletters
- \*Editing written materials, such as newsletters or press releases
- \*Other duties as needed to support the communications team

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable) to [KrishnamoorthiPressInternship@gmail.com](mailto:KrishnamoorthiPressInternship@gmail.com)

**MEM-371-23** The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person fall **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff. Ideal candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks simultaneously. Kansas City and Missouri ties are a plus.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov) with “Cleaver Internship Summer 2023” as the subject. Candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Friday, August 4th. Please, no phone calls, faxes, or drop-ins.

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-368-23** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the fall of 2023. This is an in-person opportunity, with some hybrid work-from-home 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.

**MEM-366-23 PRESS AND DIGITAL INTERN**

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 fall.

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-364-23 Office of Congresswoman Lori Trahan (MA-03)**  
Washington, D.C. Office

In D.C., our **internship** program runs throughout the fall, spring, and summer terms. Hours can be flexible to accommodate students' course schedules but generally run 9:00 AM to 5:00 PM with options for full-time and part-time employment.

**General Internship**

In D.C., intern responsibilities include answering phones, researching legislation, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

**Press Internship**

In D.C., press interns assist the driven press team by developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operations in the office. Candidates should have a foundation of technical knowledge on social media platforms. Communications, journalism, or public relations studies are a plus. Submission of a sample graphic is recommended but not required.

**District Office**

In the district, located in Lowell, our internship program runs throughout the fall, spring, and summer sessions. Internship hours can be flexible to accommodate

students' course schedules but generally run 9:00 AM to 5:00 PM with the options for full-time and part-time employment.

Intern responsibilities include answering phones, responding to constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain comprehensive knowledge of Massachusetts' 3rd District, as well as the services the district office provides.

#### To Apply

Candidates for the fall internship program should be extremely motivated, flexible, and detail-oriented, with the availability to begin in late August. District ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced workflow, and an interest in public service are encouraged to apply.

You may only apply to one office each session. Previous applicants are encouraged to re-apply, as past applications are not kept on file. The application deadline for the Fall term is August 15th, 2023. Applications are considered on a rolling basis.

To apply, please complete the following form

via <https://trahan.house.gov/forms/internships/>. Additionally, please email your cover letter and resume as PDF documents to: [LT.Internship@mail.house.gov](mailto:LT.Internship@mail.house.gov). In the subject line, please include which internship you are applying for, such as "Fall District Office Internship Application."

Our office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

**MEM-362-23** Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Fall 2023 term.

The internships are in-person and will run from September to the end of November. 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, legislative, and communications tasks, and producing a daily memo.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, ability to conduct research, strong writing skills, 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 “Fall 2023 Internship” to [Paige.Ash@mail.house.gov](mailto:Paige.Ash@mail.house.gov).

**MEM-356-23** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session.

The start date would be as early as Aug 3 (flexible depending on availability) 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 [paxton.antonucci@mail.house.gov](mailto:paxton.antonucci@mail.house.gov). Please indicate in your cover letter that you’re applying for a fall internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-347-23** Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Fall 2023 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, Troy, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting



research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to [Internships.AL02@mail.house.gov](mailto:Internships.AL02@mail.house.gov) with the subject line “Fall Intern Application 2023 (Office Location).” Please specify in the email and subject line which office you are applying for.

**MEM-341-23** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2023 semester.

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

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

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: [cartwright.house.gov/services/internships](https://cartwright.house.gov/services/internships)

No phone calls or drop-ins please.

**MEM-338-23** Congresswoman Kay Granger’s Washington DC office is seeking paid congressional **interns** for Fall 2023.

The internship is in-person and will run from mid-August to mid-December. 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 “Fall 2023 Internship” to [Grace.Looney@mail.house.gov](mailto:Grace.Looney@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-334-23** The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for the part-time summer **internship** program in the Washington, D.C. office. The internship will run from August to December.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary.

Interested applicants should send their resumes and a cover letter to [mckayla.swan@mail.house.gov](mailto:mckayla.swan@mail.house.gov). Please use the subject line “Summer 2023 internship.”

**MEM-333-23** A GOP Texas Member of Congress seeks a paid, full-time Press/Digital **Fellow** for the fall semester.

Responsibilities include drafting digital content and graphics, assisting with the e-newsletter, media monitoring, and assisting the Press Assistant and Communications Director with various communications-related tasks.

The ideal candidate possesses strong writing skills and experience using Canva and/or Adobe Creative Suite.

Interested applicants should submit a cover letter, resume, and both a writing and digital sample to [maddie.bruno@mail.house.gov](mailto:maddie.bruno@mail.house.gov)

**MEM-331-23** 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 September 5th, 2023---December 14th, 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, 1 writing sample on a current issue, 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, August 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.