



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERSHIP VACANCY LISTING

Week of July 08, 2024

MEM-286-24 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 Fall 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 paid opportunity.

Please submit your application on our site: meeks.house.gov/services/internships with a resume, one-page writing sample and graphic design sample no later than COB August 9, 2024.

MEM-285-24 Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time **legislative interns** to work in person in the Washington, DC

office for the Fall 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 paid opportunity.

Please submit your application on our site: meeks.house.gov/services/internships with a resume, cover letter, up to 2-page writing sample, no later than COB August 9, 2024.

MEM-283-24 Representative Jim Baird (IN-4) is seeking **internship** applicants for Fall 2024 in his Washington, DC office. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

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

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

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

The internship will run from late August/early September to mid-December and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>. Any questions can be directed to baird.intern@mail.house.gov

MEM-282-24 The Washington, D.C. Office of Congresswoman Pramila Jayapal (WA-07), member of the House Judiciary Committee and Chair of the Congressional Progressive Caucus, is seeking a **law clerk** to work with her legislative team.

Under the supervision of the office's Legislative Counsel, the law clerk will conduct legal and policy research, attend and staff Judiciary Committee hearings, make vote recommendations, and draft legal and policy memos and other documents. High-achieving law students interested in public law, policy, politics, or government service are strongly encouraged to apply.

Law clerks will engage in serious, substantive work across a number of issue areas, including antitrust enforcement, administrative law reform, civil rights and civil liberties, court reform and oversight, criminal justice, voting rights, and intellectual property. The clerkship is unpaid but available for academic credit.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) writing sample, and (4) list of three references with email contacts to Jayapal.DCInternships@mail.house.gov. Please send all application documents in a single PDF file and include "Law Clerk – FirstName Last Name" in the subject line.

MEM-281-24 The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

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

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

All applicants should apply by July 19, 2024 at:
<https://summerlee.house.gov/internships>

MEM-279-24 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking part-time and full-time paid **interns** for the Fall 2024 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, 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 with the subject "First Name.Last Name Internship Application" by Thursday, July 25th.

MEM-277-24 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time **Fall 2024 internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail,

entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-274-24 Representative Rick Larsen (WA-02) is seeking applicants for the Fall 2024 **internship** program in his Washington D.C. office. The paid in-person internship will run September through December. Internship duties will include (but are not limited to): leading tours of the Capitol, answering phones, attending briefings, conducting legislative research and other tasks to assist staff.

The ideal candidate for this internship can carry out independent research and has strong written and verbal communication skills and attention to detail. Interns must also have a positive and collaborative attitude.

The internship will offer students and young professionals invaluable experience on our nation's legislative process. Ties to Washington are preferred, but not required. Women, people of color and LGBTQ+ persons are strongly encouraged to apply.

All interested applicants should e-mail their resume and cover letter to Danielle Hall at Danielle.Hall@mail.house.gov with the subject line "Fall 2024 Internship." Cover letters should indicate the applicant's availability.

Applications will be reviewed on a rolling basis. Applications will be reviewed on a rolling basis, the deadline to apply is July 21, 2024.

MEM-272-24 Congressman Jared Huffman (CA-02), Ranking Member of the Water, Wildlife, and Fisheries Subcommittee, is seeking applicants for the fall 2024 **internship** program in his Washington D.C. office. Intern responsibilities will vary, and range from answering phones, compiling press clips, booking and leading tours, conducting research for legislative staff, attending hearings and briefings, and drafting constituent letters on various issues before the House.

We are seeking motivated, organized, and reliable individuals with great communication and writing skills. California ties are preferred.

Interested college students and recent graduates should email a resume, cover letter, dates and hours of availability and 2 references to DCInternship.Huffman@mail.house.gov by Sunday, July 21st at 11:59pm. Interns will receive a stipend for the semester. This office is an equal opportunity

employer. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. The office is currently operating with a modified telecommuting policy.

MEM-271-24 The Office of Congressman Greg Casar (TX-35) is seeking candidates for a paid **internship** in the Fall 2024 term. Fall internships are full-time and in-person in the Washington, DC office. Ties to the District, Texas, and Spanish language fluency are preferred but not required.

The Fall 2024 internship program runs September 3 to November 29. Internships in our office are paid \$15/hour at the close of each month. A fall internship is 40 hours per week, five days a week from 9:00AM to 6:00PM ET. Schedule is flexible to accommodate students enrolled in courses.

DUTIES

The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

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

QUALIFIED APPLICANT REQUIREMENTS

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

- Be at least 18 years of age.
- 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 July 8, 2024, at 11:59 pm ET/ 10:59 pm CT.

Interested applicants should:

1. Fill out an application at <https://casar.house.gov/jobs>
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 reasonable accommodation to participate in the application or hiring processes are encouraged to request accommodation at any time during those processes. Proof of COVID-19 vaccination and A booster will be requested.

MEM-268-24 The House Democratic Caucus is currently seeking candidates for paid **internships** for the 2024 Fall term. Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply.

The internship will offer students and young professionals invaluable experience supporting Members and staff of the House Democratic Caucus. Interns contribute to the daily operations of the office and are expected to act in a dependable and professional manner at all times. The ideal candidate will be detail-oriented, work efficiently under pressure and manage multiple projects at one time. The internships include some physical tasks like lifting and pushing carts as part of event setup and logistical responsibilities. Responsibilities will include:

Press Intern: Drafting press releases and other written materials, maintaining press lists, and assisting with press events and other Caucus events and meetings. Spanish fluency is a plus.

Digital Intern: Drafting digital copy for the Caucus official social media channels, collaborating on creative graphic and video content, and assisting with press conferences and other Caucus events and meetings.

Operations Intern: Greeting guests, answering phones, monitoring and

responding to the Caucus email inbox, assisting with Caucus Meetings and events, supporting office operations, attending briefings and drafting memos, and various day-to-day office tasks.

The House Democratic Caucus is an equal opportunity employer; we do not discriminate on the basis of 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.

Interested applicants should submit an application and upload a resume, cover letter and one-paged writing sample. Digital applicants may submit 1-2 digital samples. The internship will run from Tuesday, September 3 to Friday, December 20, 2024. This internship offers compensation of \$2,700 per month.

The deadline to apply for our Fall cohort is Friday, July 12, 2024. Please apply through this form
<https://airtable.com/appYKMJnNAGUhhrNf/pagNdM59TxWvxeB9i/form>.

MEM-267-24 The House Natural Resources Committee Democrats seek full-time **interns** for Fall 2024 (September – December). 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 committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aid communications.

Primary responsibilities include:

- Assisting with administrative duties
- Assisting with legislative and policy projects
- Researching legislation, regulations, and public law
- Assisting with communications and outreach
- Responding to request for information
- Attending briefings, meetings, and hearings on behalf of staff

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S., and has a passion for working to dismantle these systems.

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of 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 reasonable accommodation to participate in the application or hiring processes are encouraged to request accommodations at any time during those processes.

To apply, address your application materials to Rachel Jones at NRD.Internships@mail.house.gov with the subject line “HNRC Fall Internship Application – First Name Last Name” by close of business on July 19. Include a cover letter, resume, a short writing sample, and your availability during the internship timeframe (September – December).

Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

MEM-265-24 Congressman Cliff Bentz (OR-02) is seeking **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 and paid. All interested applicants are asked to fill out the application form found on the Congressman’s website: <https://bentz.house.gov/services/internships>.

MEM-262-24 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Fall of 2024.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. This is a paid internship.

Please send resumes and cover letter to Milka.jurado2@mail.house.gov

MEM-261-24 The D.C. Office of Congressman Shri Thanedar (MI-13) is seeking **interns** for the Fall 2024 term. This internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, limited-term position.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Intaking constituent comments
- Drafting constituent correspondence
- Coordinating tour requests
- Leading tours of the Capitol
- Attending congressional briefings and hearings
- Assisting operations, communications, and legislative staffers with various tasks

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

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

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

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to HR.Thanedar@mail.house.gov with the subject line "Last Name - Fall DC Intern Application." The application deadline is July 14, 2024. No calls or drop-ins, please.

MEM-260-24 Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Fall 2024.

Opportunities are available for both her Washington, D.C. office and her district office in Grand Rapids. To apply, please submit your resume, cover letter, and two references in one PDF to MI03Internships@mail.house.gov.

The subject line must include your full name and which office you are interested in for your application to be considered (ex: [NAME] District Office OR [NAME] Washington, D.C.). Interns will receive a monthly stipend. Applications will be accepted until Friday, July 12th at 11:59 PM ET.

DC OFFICE

Hours will typically be 9 a.m. to 6 p.m. when Congress is in session and 9 a.m. to 5 p.m. when Congress is out of session. Interns are expected to work full time but hours can be flexible to accommodate students' hectic course schedules. The D.C. Office internship allows interns to get involved with the legislative process.

Responsibilities include:

Answering phone calls and greeting constituents and stakeholders that enter the office

Logging phone calls, mail, and other correspondence into our database

Drafting letters addressing constituent concerns

Putting together daily news clips

Assisting the legislative staff with research and compiling information

Giving Capitol tours

Attending hearings and briefings

Any other tasks assigned by the Internship Coordinator

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

DISTRICT OFFICE- Grand Rapids

The district office is open from 9 a.m. to 5 p.m. Monday through Friday. Interns are expected to work a minimum of 16 hours weekly, in no less than 4 hours blocks. This is to accommodate their academic schedules.

District office interns will engage with constituents and the community while being at the intersection of the federal government. Responsibilities include:

Answering phone calls and greeting constituents and stakeholders that enter the office.

Logging phone calls, mail, and other correspondence into our database

Drafting letters addressing constituent concerns

Monitoring local news and social media for current activities in the district

Assisting the district staff with research

Attending meetings with local stakeholders or constituents

Interacting with government agencies to resolve constituent issues

Any other tasks assigned by the Internship Coordinator

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Minorities are strongly encouraged to apply.

Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

No calls or walk-ins, please.

MEM-259-24 The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Fall 2024 term.

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

Intern Expectations

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

Internship Responsibilities

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

Press interns can expect to:

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

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

Internship Dates and Details:

Fall internships are slated to start mid-August and go until mid December, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships at this time.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, July 12th .

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

CA37.internships@mail.house.gov for DC office internship.

Use the subject line “First name Last name [legislative] OR [press] – Fall 2024 internship”

ca37.DOinternships@mail.house.gov for Los Angeles office internship

Use the subject line “First name Last name – Fall 2024 Internship” in your email.

Please reach out our intern coordinator, Madilyn Brandon, with any questions at Madilyn.Brandon@mail.house.gov.

MEM-250-24 Congressman Kevin Mullin’s (CA-15) D.C. office is seeking an in-person, part-time, paid **press intern** for Fall 2024. The press intern will work closely with the communications team and occasionally the legislative team.

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

The ideal candidate is team-oriented, has written and oral communication skills, experience with graphic design, and relevant communications experience. A

strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

This position pays \$15 per hour and will be based on an approximately 20-hour work week. Interested applicants should send their resume, a cover letter explaining their interest and any relevant experience, and one sample graphic to Mullininternships@gmail.com with the subject line “Last name, First name - Mullin Fall Press Internship Application” in one PDF. California ties are preferred, but not required. The deadline to apply is July 11th, 2024. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-258-24 The DC office of Representative Yadira Caraveo, M.D. (CO-08) is looking for Fall 2024 full-time and part-time **interns**! This internship will run from late August/mid-September through mid-December/early January and take place in person in the DC office. Applications will be considered on a rolling basis. Intern schedules can be modified to fit with any classloads.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Job Duties:

- Duties in this role include but are not limited to:
- Provide a welcoming environment and a positive first impression of the office to constituents and visitors to the office
- Handle incoming calls with poise, professionalism, and promptness
- Sort and/or log incoming calls, mail, and electronic correspondence
- Assist with tour and greeting requests
- Assist the Legislative Correspondent/Staff Assistant with research and preparing official correspondence
- Run errands, draft letters, draft memos for office staff
- Assist with various constituent case work and constituent services
- Attend policy briefings and other informational sessions, then prepare briefs on the covered information
- Overall assist the DC office team with work as assigned

To apply, please fill out the application though:
<https://caraveo.house.gov/services/internships>. Please select Fall as your preferred term and DC as your preferred location. Please indicate your availability in your cover letter.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. If you have any questions, please reach out to Emma Casey at Emma.Casey@mail.house.gov.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-257-24 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for **legislative internships** in Washington, DC for Late August-December. Please indicate availability in the first paragraph of the cover letter.

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

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

To apply for an internship in the Office of Congressman Cartwright, please submit an application by July 15, including a resume, cover letter, and a short writing sample at the following link: cartwright.house.gov/services/internships

MEM-256-24 The District Office of Representative Joseph Morelle (NY-25) in Rochester, NY, will be accepting applications for an in-person **internship** during the 2024 Fall Semester. Applications will be accepted June 24th – July 22nd.
Interns will be responsible for:

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

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

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

For more information on the district internship please visit:

<https://morelle.house.gov/congressional-internships>

Applications should be sent in PDF format to Eric.Gros@mail.house.gov with “NY-25 Fall 2024 District Internship” in the subject line. The deadline for this internship application is July 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the July 22nd deadline.

MEM-255-24 The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2024 Fall term. Applicants must be based in Washington, D.C. for the duration of the fall internship (late August – mid December, subject to change).

The hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Interns receive a stipend distributed based on total hours worked.

In Washington, D.C., interns' responsibilities will vary. Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Interacting with members of staff in the D.C. office and virtually with the Rochester office;

- Other administrative tasks as assigned.
- As a result, interns will learn about the operations of a congressional office, congressional
- communications, and the legislative process.
- Ideal candidates should possess excellent written and verbal communications skills, a strong
- attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)
- Dates of availability

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, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:

<https://morelle.house.gov/congressional-internships>.

Applications should be sent in PDF format to

Savannah.Chadwick@mail.house.gov with “NY-25 Fall 2024 DC Internship” in the subject line.

The deadline for this internship application is July 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the July 22nd deadline.

MEM-253-24 Congressman Mike Levin (CA-49) seeks press and **legislative interns** for his Washington, D.C., office for the Fall 2024 term.

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

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

Legislative intern responsibilities include:

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

Press intern responsibilities include:

Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,

- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.

Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

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

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. Fall2024.Doe.Jane.pdf) to CA49.DCInternships@mail.house.gov by July 15, 2024. Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

MEM-252-24 The Office of Congresswoman Marilyn Strickland is currently accepting applications for a fall **communications intern**. Communications Interns assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework inquiries, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

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

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

The deadline for applications is Monday, July 15, 2024, at 5 PM ET, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered. The internship will run from September – December.

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

MEM-251-24 The Office of Congresswoman Marilyn Strickland is accepting applications for a fall **legislative intern**. Legislative Interns assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman’s legislative agenda.

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

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to WA10resumes@gmail.com with “DC Fall Legislative Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability. The internship will run from September – December.

The deadline for applications is Monday, July 15, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

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

MEM-249-24 The D.C. office of Congressman Kevin Mullin (CA-15) is accepting applications for paid **legislative internships** for the fall semester.

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

Responsibilities include answering phones, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The Fall term begins mid- to late-August and will end early- to mid-December with flexible start and end dates. Work will be in-person and is compensated at \$15 per hour.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF to MullinInternships@gmail.com. Email subject line should follow the following format: LastName, FirstName – Fall Legislative Internship.

Additionally, please note your availability and any ties to the Bay Area or California in the body of your email. The deadline to apply is July 22nd, 2024. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-246-24 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns for the fall** of 2024. This is an in-person opportunity with limited hybrid hours possible. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-245-24 Representative Mary Gay Scanlon (PA-05) Paid Fall **Legislative Internship**
Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

Legislative Internship

Responsibilities include, but are not limited to:

- *Drafting constituent correspondence
- *Researching various legislative issues and writing policy memos for the Congresswoman
- *Attending briefings, hearings, and markups and drafting related memoranda
- *Responding to constituent mail and answering office phones
- *Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample, and two references to Madhumita.Gupta@mail.house.gov with the subject line “Fall Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-238-24 Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. and District (Sacramento) offices. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.

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

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

MEM-237-24 Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Fall 2024.

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

Our office is an equal opportunity employer, and we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be

given to candidates with New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

Key responsibilities of D.C. interns include:

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

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

To apply, please fill out the application and submit a resume and cover letter through this link: <https://menendez.house.gov/services/internships> Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

MEM-234-24 “The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

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

To apply, please email your resume to Wisconsin.resumes@mail.house.gov

Ties to the state of Wisconsin are preferred, but not required. “

MEM-231-24 The Washington, D.C., Office of Congressman Adam B. Schiff (CA-30) is seeking professional, enthusiastic, and hardworking **interns** to assist staff with administrative and legislative work.

The Fall 2024 term runs from September through November and is open to undergraduate students and recent college graduates. Interns typically work three days per week, with flexibility to accommodate class schedules. Interns will receive a stipend. Academic credit is also available.

Responsibilities

- Front office duties, including answering telephones, sorting mail, greeting visitors, and assisting with the Congressman's meetings
- Compiling press clips and assisting the communications team
- Processing and drafting responses to constituent correspondence
- Attending briefings and conducting policy research as requested by legislative staff
- Performing various other tasks to ensure the office functions smoothly

To Apply

All applicants should apply by July 15 at 11:59 p.m.
at <https://schiff.house.gov/help/internships>

Please note that we always receive more applications than we can accommodate and that applicants with ties to the 30th District are given preference. Candidates from BIPOC, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply.

MEM-195-24 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving

federal agencies.

- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can access the application here:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Bridget Pegg (bridget.pegg@mail.house.gov)