



U.S. House of Representatives

CAO

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1.

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INTERNSHIP VACANCY LISTING

Week of June 6, 2022

MEM-277-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2022 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

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. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to seth.enderson@mail.house.gov with "Fall 2022 Internship" in the subject line.

MEM-276-22 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 2022 **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-266-22 The Office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a press **intern** to assist with communications, social media, and graphic design, either remotely or in-person at our district office in Irvine, California.

Candidates should possess strong written and verbal communication skills and have an interest in politics and government. Daily tasks include but are not limited to producing assets for the Congresswoman's social media accounts, such as graphics and short videos; tracking and compiling mentions of the Congresswoman in the news; transcribing press interviews; creating and managing press lists; and assisting with media inquiries and research. Knowledge of programs like Adobe Creative Suite and Canva a plus, but not required.

Qualified candidates should submit a cover letter, resume, and one writing sample (1-2 pages) as one attachment to katieporter.press@mail.house.gov with the subject "[full name] Summer 2022 press internship application".

We recommend that applicants also submit one to two examples of previous digital media or graphic design products, but this is not required. We are

accepting applications on a rolling basis, but we will prioritize candidates that apply on or before June 5, 2022.

Our 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.

The press intern will receive a monthly stipend.

MEM-264-22 The office of Congressman Austin Scott (GA-08) is seeking full-time and part-time Fall 2022 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a congressional intern and may also receive opportunities to assist the Staff Assistant and the Press and Legislative Staff. As a result, interns learn about the legislative process and the many other functions of a congressional office. Generally, the office hours run from 8:30 AM to 5:30 PM when Congress is in session and 9:00 AM to 5:00 PM when not in session.

Interested applicants should email a cover letter and resume to william.matney@mail.house.gov. Georgia ties are preferred, and the deadline to apply for the Fall 2022 internship is the close of business on June 24.

MEM-252-22 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships** for the fall of 2022.

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

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

Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

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

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Fall 2022 Legal Internship” in the subject line. Please specify in your cover letter whether you can work full time and when you can start. Please use the following formats to name your resume and cover letter: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.”

No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-250-22 Congressional Internship (Washington, D.C. Office)

The office of Congressman Dan Kildee (MI-05) is seeking a highly motivated and detail-oriented paid intern for Fall 2022.

Qualified candidates will have demonstrated interest in researching, learning, and writing about policy, legislation and the legislative process; strong writing and analytical skills; and an interest in public service.

This position acts as an all-around helping hand in the congressional office, serving staff and constituents, and is essential to ensuring the office operates efficiently. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Interested applicants should send a cover letter and resume to Alexandra.Ham@mail.house.gov with the subject line “Fall 2022 Internship” by COB on Friday, June 10th.

RESPONSIBILITIES:

- Oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;

- Support the constituent mail program by batching constituent messages in IQ, researching and drafting constituent mail;
- Assist in managing office supplies for the Washington office;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state, and federal agencies and departments;
- Professional telephone manners;
- Ability to work cooperatively and courteously with others;
- Proficiency in Microsoft Word and Excel.

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-249-22 Press/Digital **Internship** (Washington, D.C. Office)

The Washington, D.C. office of Congressman Dan Kildee (MI-05) is seeking a paid press/digital intern to join a fast-paced communications team for Fall 2022.

Qualified candidates will have a demonstrated interest in press and digital communications as well as strong written, organizational and time management skills. This individual should enjoy taking initiative, solving problems and thinking creatively. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December 2022 to work from 9 a.m. – 6 p.m. when Congress is in session and from 9 a.m. – 5 p.m. when Congress is not in session.

Interested applicants should send a brief cover letter, resume and at least two sample social media posts with graphics to Alexandra.Ham@mail.house.gov with the subject line "Fall 2022 Press/Digital Intern" by COB Friday, June 10th.

RESPONSIBILITIES:

- Compile daily press clips
- Draft social media content for Twitter, Facebook and Instagram
- Create graphics and videos for social media
- Monitor and update the media contacts list
- Conduct research for op-eds, social content and press releases
- Assist the communications team

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written communication skills;
- Excellent organizational and proofreading skills;
- Experience using Adobe Creative Suite, Canva, or equivalent digital products to create graphics, videos, and other digital content;
- Experience drafting social media;
- Experience monitoring media;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Proficiency in Microsoft Word and Excel and Google Sheets

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-233-22 TITLE: Legislative, Press/Digital **Interns**, House Committee on Veterans' Affairs (Majority)

SUMMARY: The Democratic Staff of the House Committee on Veterans' Affairs seeks legislative and press/digital interns. Responsibilities include, but are not limited to, conducting legislative research, managing and responding to constituent correspondence, assisting with Committee events, attending briefings and hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern's interests.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process.

In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This internship is available as a full-time or part-time position. In-person or remote opportunities are available depending on interns' circumstances.

To apply, fill out the online form and submit a resume and cover letter via the following: [House Veterans' Affairs Committee Democrats Internship Application Form](#). Applicants who apply by May 6 will be prioritized.

Applicants will be contacted if they have been selected for an interview. If

applicants have additional questions about the internship,
contact Veterans.Internships@Mail.House.Gov.