



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of July 22, 2024

MEM-311-24 The Democratic Staff of the House Committee on Veterans' Affairs is hiring a **press/digital intern** for Fall 2024. Applications are due by Wednesday, July 31, 2024.

Responsibilities include, but are not limited to:

- Compiling and distributing morning press clips
- Tracking media hits for Committee members
- Assisting with video shoots
- Assisting with creating messaging packets and digital toolkits for the caucus
- Writing first drafts of remarks, press releases, and video scripts
- Developing social media content
- Clipping floor and hearing remarks from members
- Providing administrative support, including answering calls and delivering correspondence
- A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

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. The Committee strongly encourages veterans,

minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C.

Please complete the online application at <https://democrats-veterans.house.gov/opportunities>

MEM-316-24 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Fall 2024 **internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office combine administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form (also located on delauro.house.gov/services/internships), cover letter, resume, brief writing sample (1-2 pages), and two reference contacts in a single PDF file to Lydia.McCarty@mail.house.gov with the subject line "Fall 2024 Internship" by August 16.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

MEM-313-24 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 Fall 2024 term (early-to-mid August to early-December).

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, Digital/Creative Assistant, and Legislative Correspondent.

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, writing cosponsor recommendations, 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 early-to-mid August to early-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. This position is primarily in-person with some flexibility for telework. Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to 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, July 26, 2024.

MEM-312-24 Congressman Andrew Garbarino's (NY-02) Chairman of the Subcommittee on Cyber Security and Infrastructure Protection seeks part-time paid interns for the upcoming Fall 2024 semester in the Washington D.C. office.

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

New York, and specifically Long Island ties, are preferred, but not required. Undergraduate students and recent college graduates are preferred. Interested applicants should submit a resume and cover letter in a single PDF file to Josh.Orenstein@mail.house.gov. Applications will be considered on a rolling basis.

MEM-310-24 Rep. Katie Porter (CA-47) seeks highly motivated **interns** for her DC office fall internship program. The duration of this internship is expected to last from late August/early September and open to end dates in November. The ideal candidate is highly organized, able to multitask, and has strong written and verbal communication skills.

KEY JOB RESPONSIBILITIES

Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources

Enter and organize incoming constituent messages from mail and voicemail into the IQ database

Draft form letters responding to constituent concerns

Respond to constituent messages through phone calls or emails as needed

Assist legislative team with researching data and information

Compile draft meeting memos for the legislative staff

Track and input legislative meetings with partners, stakeholders, and constituents, in IQ.

Perform other duties as assigned by the DC Staff Assistant

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. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm; however, hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume and two references

to CA47.Internship@mail.house.gov with “Fall 2024 DC Internship” in the subject line. The deadline for submission is Wednesday, July 31, 2024.

MEM-309-24 Congressman Josh Harder (CA-9) is seeking motivated legislative **interns** for the Fall Session in his Washington, DC office.

Interns will participate in the daily operations, assisting with congressional hearings, writing memos, answering phones, sorting mail, and supporting staff. Candidates should exhibit strong work ethic, attention to detail, punctuality, and excellent writing skills. District ties are preferred but not required. This paid internship provides valuable experience in government and politics.

To apply, send your resume, cover letter, and a 1-2 page writing sample as a PDF to Eli.Aguayo@mail.house.gov by COB on July 26, 2024.

MEM-308-24 Overview: The Office of Congressman Thanedar seeks **Legislative Fellows** for an immersive experience in the legislative process this fall. As legislative fellows, they will be responsible for tasks typically handled by legislative directors and legislative assistants, including drafting bills, making voting recommendations, suggesting co-sponsorships, and conducting meetings with constituents and stakeholders. The program aims to expose fellows to various aspects of a congressional office and encourage them to pursue broader roles beyond legislative work.

Responsibilities: Legislative fellows will carry out the following primary duties, including, among others:

- Tracking and analyzing legislative proposals and providing voting recommendations
- Advance practical policy recommendations and provide co-sponsorship recommendations
- Engage with other policymakers, congressional committees, their staff, and a broad array of state and community organizations
- Observe the activities of congressional committees in which the Congressman participates, to create inquiries and statements for the Congressman to utilize during hearings
- Propose, and produce legislation for the Congressman’s legislative portfolio
- Write and publish opinion editorials (“op-eds”) on topics related to the Congressman’s brand
- Produce a variety of written content such as one-page briefs, backgrounders, and general legislative research

Qualities:

- Strong passion for public service and constituents
- Good communication skills, particularly the ability to answer questions and explain complicated topics cogently

- Excellent writing—and synthesizing abilities
- Ability to stay organized and multitask in a fast-paced environment
- Open mind to adapt to new scenarios, tasks, and flexible duties

To apply, please send a resume, cover letter, and a 1-3 page writing sample to hr.thanedar@mail.house.gov with the subject line "Legislative Fellowship – Last Name."

MEM-307-24 Congresswoman Lois Frankel's (FL-22) D.C. office seeks **interns** for the upcoming Fall 2024 semester. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be given to accepted applicants. Deadline to apply is Sunday, July 28, 2024, by 11:59pmEST. If 50 applicants have applied, applications will close before the deadline.

Application Link: <https://forms.gle/NoS2gNrtSuGZNbqj6>

MEM-306-24 The office of Congresswoman Jennifer Wexton (VA-10) seeks highly motivated candidates for paid Fall 2024 **internship** positions in our D.C. office.

The ideal candidate is highly motivated, detail-oriented, and organized with excellent communication and written skills. District or Virginia ties are preferred. Daily responsibilities include answering phones, managing the front office, welcoming constituents, attending briefings, compiling press clips, and assisting the legislative team with various tasks.

Internship hours are typically Monday – Friday from 9:00 am to 5:00/6:00 pm, but hours may be flexible to accommodate potential Fall/Winter courses.

The Office of Congresswoman Jennifer Wexton is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sexual orientation, 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 email a resume, a well thought-out cover letter, and a 1 page writing sample all in a single PDF to barkat.dhaliwal@mail.house.gov with “FirstName LastName – VA10 Internship” in the subject line. Applications will be considered on a rolling basis with a deadline of July 31, 5pm EST.

MEM-304-24 The Office of Congressman Brian Mast (R-FL-21), a senior member on the House Foreign Affairs Committee, is currently accepting applications for part-time **internships** during the Fall 2024 term at the Washington, D.C. office. The internship will run from August through mid-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, but preferred. Flexible with school schedules.

Interested applicants should send their resumes and a brief writing sample in one PDF to spencer.collins@mail.house.gov. Please use the subject line “Fall 2024 internship.” The application deadline is COB July 26, 2024.

MEM-303-24 The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a **Law Clerk** for Fall 2024 to assist in conducting oversight and investigations of issues within the Committee’s broad jurisdiction. Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors. This is a paid position.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The successful candidate is a current law student or recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national

origin, disability, military status, age, marital status, or parental status. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to InternshipResume.EC@mail.house.gov with the subject line, "E&C O&I Law Clerk." Applications are due on July 29th, 2024.

MEM-302-24 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.

MEM-301-24 Thank you for your interest in the House Energy and Commerce Committee Democrats internship program. We are currently fielding applications for the following position(s):

Legislative Intern

The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative Interns for the Fall 2024 session.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students 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. Superior writing and communication skills, attention to detail, and a

sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov. In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Fall 2024 Legislative Intern Application" in the subject line. The deadline for applications is July 26, 2024. Please no phone calls or drop-ins.

MEM-300-24 The House Veterans' Affairs Committee (Majority) offers a unique opportunity to experience first-hand the inner workings of a congressional committee. The Committee is currently offering a full-time **internship** position for the Fall semester.

Intern Role Description

Interns will work closely with Committee staff and have the opportunity to gain first-hand knowledge of the legislative process and inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Interns may also help out the press team with media clips, drafting social media posts, and various other tasks.

How to Apply

Send the below materials to var.internship@mail.house.gov.

1. A cover letter detailing why you would like to be an intern for the House Committee on Veterans' Affairs, Republican Office
2. A one page resume

Due Dates

- Fall semester internships: 8/2/2024

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude and have one year of college experience. Candidates with previous Hill experience are preferred.

This is a highly competitive process. Due to the limited amount of space and resources available, there are usually more qualified applicants than positions available.

MEM-298-24 Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the **2024 Fall Internship** program in my Washington, D.C. Office or Durham District Office are now open.

DC intern responsibilities include, but are not limited to, attending hearings and briefings on behalf of legislative staffers, supporting staff members with legislative research and other tasks as assigned, compiling daily press clips for the Congresswoman, sorting constituent correspondence and drafting responses, answering phone calls, and greeting visitors to the office.

District intern responsibilities include, but are not limited to, 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 gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

Full-time interns must work at least 35-40 hours a week, Monday-Friday. Part-time interns must work at least 10-20 hours a week, Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Applications will be reviewed on a rolling basis and students are encouraged to apply early. The due date for applications is July 26. Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov. Incomplete applications will not be reviewed.

MEM-297-24 The Office of Congressman Raja Krishnamoorthi(IL-18) is seeking motivated, detail-oriented, and energetic individuals for a **legislative internship** in Washington, DC for Fall 2024. This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple competing tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Candidates with Schaumburg and/or Illinois ties are strongly encouraged to apply.

Responsibilities include but are not limited to drafting constituent correspondence on a variety of issues, assisting legislative staff with research, leading Capitol tours, answering and screening telephone calls, managing the

front office, participating in Committee hearing and markup preparation, drafting memorandums, and other duties as necessary.

This position is available beginning the last week of August 2024 through mid-December 2024. Interested applicants should fill out the application on our website at <https://krishnamoorthi.house.gov/services/internships>. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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-296-24 The office of Congresswoman Susie Lee is seeking full-time, Fall 2024 **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 candidates will work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred.

Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to NV03Resumes@gmail.com with "Fall 2024 DC Intern - [Last Name], [First Name]" in the subject line. No phone calls or walk-ins please.

MEM-295-24 The Democratic Staff of the House Committee on Veterans' Affairs is hiring a **legislative intern** for Fall 2024. Applications are due by Wednesday, July 31, 2024.

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

Drafting memos

Providing administrative support, including answering calls and delivering correspondence

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

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. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C.

Please complete the online application at <https://democrats-veterans.house.gov/opportunities>

MEM-294-24 The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) ten-week **fall internship** in our Washington D.C. office. The preferred dates of this internship are starting in September but can be flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

Compensation information:

- Interns may be eligible for a stipend based on demonstrated need.
- Academic credit may be available and should be arranged with your academic institution.

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

Application:

We are currently accepting applications for an internship based in Washington D.C. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form:

<https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages all in one PDF file. Rolling applications are open until **July 26th at 11:59 pm PST**.

MEM-291-24 The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid **Fall 2024 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 Spring 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.

To apply, interested applicants should visit

<https://titus.house.gov/services/congressional-internship-application.htm>. No calls or drop-ins, please. Applications will be accepted until Friday, July 26th with applications considered on a rolling basis.

MEM-289-24 The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **press interns** for our Washington, D.C. office 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

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 a Press intern.

Internship Dates and Details:

Fall internships are slated to start late-August/early September 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. We will also accept Part-time applicants if school schedules cause a need for accommodations.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, July 25th .

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.
- o Use the subject line “First name Last name [press] – Fall 2024 internship”

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

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-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-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-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.