



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of April 24, 2023

MEM-244-23 The House Democratic Caucus is currently seeking candidates for paid **internships** for the 2023 Summer term. Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply.

Interns support the daily operations of the Caucus office and the ideal candidate will be dependable, professional, detail-oriented and an efficient multitasker. The House Democratic Caucus offers three types of internships with the following responsibilities:

Press: Compiling daily clips, 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: 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: Greeting guests, answering phones, monitoring and responding to the Caucus email inbox, attending briefings and drafting memos, assisting with Caucus Meetings and events, helping Member offices 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. Proof of COVID-19 vaccination will be requested.

Interested applicants should submit an application via the link below and send a resume, cover letter, and one-page writing sample to Intern.DemCau@mail.house.gov with “[Full Name] - Summer 2023 [Press/Digital/Operations] Intern” in the subject line. Digital applicants should also submit 1-2 digital samples.

The deadline to apply for our Summer cohort is Monday, May 8, 2023.

Application

Link: https://docs.google.com/forms/d/e/1FAIpQLSdIjB1u_sGwMHBgpm0Ldi9rJSy3QZr4ZUbm8W75iZhjj8BfBw/viewform

MEM-233-23 "The office of Congresswoman Yvette D. Clarke (NY-09) is seeking a Washington D.C. based, in-person, full-time, paid Digital Press **Intern** for the upcoming Summer 2023 session. Team Clarke expects the ideal candidate to be driven, team-orientated, and interested in diving into the inner workings of Capitol Hill.

This position requires applicants to have the ability to multitask, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include compiling daily press clips, answering telephones, and working alongside the communications team to draft social media collateral, including copy, graphics, and other materials. Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, racial justice, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Interested applicants should send their resume and two writing samples to clarke.comms@mail.house.gov with the subject line “Clarke Digital Internship.” New York ties strongly preferred.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply. Deadline to apply is May 26, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

MEM-232-23 The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate and self-motivated law students for full-time or part-time **internships**.

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 officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and 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. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Summer 2023 Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-231-23 The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for part-time **internships** during the Summer 2023 term at the Washington, D.C. office.

The internship will run from May through mid-August. Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence.

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

Interested applicants should send their resumes and a brief writing sample in one pdf to mckayla.swan@mail.house.gov. Please use the subject line “Summer 2023 internship.” The application deadline is May 1, 2023.

MEM-228-23 Summer **internships** in Rep. Angie Craig’s office will be held in-person in both the Washington, DC, and Burnsville offices.

All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns’ policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota’s Second Congressional District.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship in the Washington, DC or Burnsville office, please email a combined PDF of your resume and one-page cover letter to craig.internships@mail.house.gov. Please format your email subject line as “FirstName.LastName – Rep. Craig [DC or District] Internship.”
- Please include which office you are applying for (Burnsville or Washington, DC) and your weekly availability between the hours of 8:00am and 6:00pm in your cover letter.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig’s office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Summer internships, applications must be submitted no later than 11:59pm CT on Sunday, April 30, 2023. Late submissions will not be considered nor

accepted. If you have any questions regarding the internship program or the application process, please email craig.internships@mail.house.gov.

MEM-212-23 Summer Press Intern – Office of Congressman Eric Swalwell (CA-14)

The Office of Rep. Eric Swalwell (CA-14) seeks a press intern for the upcoming Summer 2023 term from May to August. Interns are eligible for a stipend. The ideal candidate will have strong written and oral communication skills, familiarity with graphic design including Canva and Adobe creative suite, and relevant internship experience related to communications, government, or campaigns.

Duties include assisting with editing video clips, creating digital content, developing social media content and helping the team with a variety of projects as needed throughout the week. A strong work ethic, the ability to excel in fast-past environments, and a willingness to assist wherever needed is a must.

Hours are flexible to accommodate students' course schedules; generally, a full-time fellowship would run from 9:00AM to 5:00PM ET. at least three days a week.

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. To apply please email resume, cover letter, and two examples of previous digital media or graphic design products to Cassie.Baloue@mail.house.gov with "Press intern" in the subject line.

MEM-204-23 SUMMARY:

The Office of Congresswoman Ayanna Pressley (MA-07) seeks a highly motivated Communications **Intern** to support the Congresswoman's district office from May – September. The Communications Intern supports the office's fast-paced and dynamic communications operation, including content capturing, photographing and livestreaming events, and media monitoring. This position also assists with various administrative duties at the request of the Congresswoman, the District Director, and Deputy District Director.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of digital communications for the Congresswoman;
- Support maintenance of digital and photo archives;
- Capture photos and film videos to use on social media and public facing platforms for community events;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Support on administrative functions of the office such as constituent calls, casework and data entry.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. Experience with digital, graphic design, press, organizing, or advocacy experience is strongly recommended. As a practice as an office, we do not require any pre-requisite degrees. Ties to Massachusetts preferred, but not required.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Experience creating content for social media platforms (Instagram, TikTok, Twitter);
- Experience with photography and/or videography;
- Experience in customer service or advocacy/organizing;
- A commitment to the inclusive and progressive values of the office;
- Ability to work cooperatively and courteously with others.

WORKING CONDITIONS:

- 20 hours weekly, divided between the Boston District Office and community events in the MA 7th.
- Intern must be able to travel within Massachusetts 25% of the time
- Noise levels in the office are usually moderate
- Ability to work in small a workstation without an expectation of privacy.
- Proof of COVID 19 vaccine & booster is required prior to start date.
- This role is based in Boston, MA in the Congresswoman's District office.

COMPENSATION & QUALIFICATIONS:

Our office is committed to building a team with diverse lived and professional experience that well equips our team to serve the Massachusetts 7th. Candidates are encouraged to apply and describe in their cover letter how their experience translates to the needs of the office and the role. Ties to the MA 7th are considered but not required. Intern candidates must be at least 18 years old. While we are happy to sponsor course credit when available, enrollment in a higher education institution is not required. All internships in our office come with a stipend of \$18/hour, paid at the close of each month. Program runs mid-May to early September. Schedule can be negotiated to accommodate school commitments if relevant.

HOW TO APPLY:

Please send a cover letter, resume, 3 references and digital/communications portfolio (optional) to intern.pressley@mail.house.gov, subject line "Communications Internship Boston Summer 2023" no later than May 1st 2023..Please do not call or stop into the office. If you have any questions or would like to submit a recommendation for a candidate, please email.

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

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

We are proudly an office that is an equal opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression.

Special consideration will be given to candidates with ties to NY-10 and those who speak a second language so please include this information in your cover letter.

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

Intern responsibilities may include but are not limited to:

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

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

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

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

Qualified candidates should:

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

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

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

Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, and assisting with communications tasks. The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

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

Interested candidates should submit their cover letter, resume, and writing sample to Hannah.So@mail.house.gov.

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

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

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with

research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

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

MEM-054-23 Summer **Intern** (Paid) - Congresswoman Kay Granger's (TX-12) Congresswoman Kay Granger's Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

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

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

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

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

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

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with "Legislative Fellow" in the subject line.