



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of August 12, 2024

MEM-361-24 Representative Mary Sattler Peltola is seeking a highly motivated **press/digital intern** to work in person in the Washington, D.C. office for the Fall Session. Press/digital interns are an integral part of day-to-day operations and gain hands-on experience, including having opportunities to take classes, attend meetings and press conferences, and meet with senior Hill staff.

Press/Digital Intern Responsibilities:

- Draft and edit press releases, statements, op-eds, and other communication materials
- Compile press clips and monitor emerging news stories
- Maintain and update media contact lists and databases
- Prepare press reports for internal distribution
- Draft social media and contribute to digital strategy
- Edit videos, and design graphics and posters
- Support the communications team with administrative tasks and project coordination
- Other duties as assigned

Skills and Qualifications:

- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Ability to multitask and prioritize in a fast-paced environment
- Majoring in Communications, Journalism, or a related field is a plus

- Familiarity with social media platforms and digital communication tools
- A proactive and collaborative attitude
- A sense of humor

Internship Details:

Fall internships will start in late August and go until mid-December, with some flexibility. This is a paid opportunity. Alaska ties are a plus, but not required. Please submit your application to Bryce.cluff@mail.house.gov with the subject line “FULL NAME Press/Digital Intern Application,” with a resume, one-page writing sample and digital sample (graphic, video, etc.) no later than COB August 15, 2024.

We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply.

MEM-354-24 Fall **internships** in Congresswoman Michelle Steel’s office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. Interns are paid on an hourly basis.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of California’s 45th district. Interns would be exposed to a wide range of policy areas, including the Congresswoman’s work on the House Ways and Means Committee, Education and Workforce Committee, AI Task Force, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

MEM-352-24 The Office of Congressman Maxwell Alejandro Frost is hiring an **intern** in our Washington, D.C. office for the fall 2024 semester. Interns will gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but we generally require 32 hours a week and pay \$18 an hour.

Interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, fulfill tasks for communications staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many functions of a congressional office.

District ties preferred. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. Interested applicants should apply on our website (<https://frostforms.house.gov/forms/internships/?form>) and indicate which term they wish to apply for. Applications are accepted on a rolling basis.

MEM-344-24 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for part and full-time interns for the fall internship session. The start date would be as early as September 2nd (flexible depending on availability) with a flexible end date. This is an un-paid internship due to the U.S. House of Representatives being on recess for all of October.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

If interested, please email a resume and cover letter to nj02internships@mail.house.gov. Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-340-24 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-339-24 The Washington, D.C. office of Congressman Dan Kildee is seeking a highly-motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and learning about the legislative process. Candidates should have strong writing and analytical skills; and an interest in public service. Paid interns are all-around

helping hands in the congressional office and will get the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through November 2024.

Applicants interested in interning in the Washington, D.C. office should send a cover letter and resume to Danielle.Stewart3@mail.house.gov with the subject line "Fall 2024 Legislative Internship".

RESPONSIBILITIES:

- Oversee the front office, 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, researching and drafting constituent mail;
- 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;
- Professionalism in interacting with constituents in person and on the telephone;
- Ability to work cooperatively and courteously with others;
- Proficient 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-338-24 The Flint and Midland offices of Congressman Dan Kildee are seeking a highly motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and interacting with constituents on the telephone, in person and at community outreach events. Paid interns are all-around helping hands in the congressional office and will get

the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through December 2024.

Applicants interested in interning in the Flint office should send a cover letter and resume to Zach.Neithercut@mail.house.gov with the subject line “Fall 2024 Internship”.

Applicants interested in interning in the Midland office should send a cover letter and resume to Jacob.Sinclair@mail.house.gov with the subject line “Fall 2024 Internship”.

RESPONSIBILITIES:

- Oversee the front office, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the District staff in conducting casework intake and directing constituents to office resources;
- Support the field work team in drafting memos and conducting background work for events in the community;
- Assist the Staff Assistant in drafting letters of support and Proclamations for members in the community;
- Support the constituent mail program by batching constituent messages, researching and drafting constituent mail;
- 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;
- Professionalism in interacting with constituents in person and on the telephone;
- 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-337-24 The Office of Congresswoman Emilia Sykes (OH-13) is seeking a paid **Legislative Fellow** to assist the legislative team with work in the Washington,

D.C. office. This position is full time, Monday through Friday, and pays \$3,000 a month. The position lasts from mid-August through mid-December.

The ideal candidate is hardworking and motivated; organized, detail-oriented and resilient in the face of a fast-paced and ever-changing environment. The ideal candidate is also proactive and comfortable working with diverse staff, community members, and constituents. Our team values professionalism, positivity, strategic thinking, and good humor.

The Office is an equal opportunity employer; women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

Interested applicants should send an email to JoinTeamSykes@mail.house.gov with their resume and cover letter in a single PDF. Please include last name and position in the email subject line, e.g. "Legislative Fellow- [Last Name]." No drop-ins, emails, or social media invitations please. Applications will be accepted on a rolling basis.

MEM-336-24 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work with her team. This **internship** will be primarily in-person in the DC office with potential for occasional work in the district office (Woodbridge, VA). The timing of the internship is flexible based on the candidate's schedule but would ideally start in early September and could last up to 12 weeks. The intern would work with the Congresswoman's dynamic team to improve the lives of Seventh District constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES: • Constituent services: assist the front office staff with answering constituent questions over the phone and through the mail, draft correspondence, and assist with other office administration tasks; • Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process; • District research: research and compile information for district events and outreach; • Communications: collaborate with the Communications team on tasks as needed such as writing letters; and • Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES: • Responsible, reliable, punctual • Has knowledge of the district, its constituents, and its needs • Able to problem solve, think quickly, adapt, and handle sensitive information

HOURS & COMPENSATION: The schedule is flexible and based on candidate's schedule. This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

TO APPLY: Please submit a resume and a 1-page cover letter that answers the following questions in a single PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application. Email this information to Spanberger.Inquiries@mail.house.gov with the subject line “Fall 2024 Internship – First Name, Last Name.” DEADLINE: Applications received by August 15, 2024 will be considered.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-335-24 The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills.

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

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: Fall 2024 Internship. No phone calls or drop-ins, please.

MEM-334-24 The office of Congresswoman Victoria Spartz (IN-05) is now accepting applications for paid, full-time congressional **internships** in our Washington, DC office with an immediate start that continues throughout the fall.

Key opportunities: Interns in our office get the opportunity to attend congressional briefings, hearings, and networking events. They also get to work on a wide variety of legislative issues spanning foreign policy, education, and economics. Interns who excel in their core duties will be given the opportunity to direct more of their own work and focus on particular legislative areas of interest.

Core internship duties in the Washington, DC office include:

- Answering constituent phone calls and directing them appropriately
- Assisting with office operations

- Attending congressional hearings and policy briefings and providing insights to legislative staff
- Researching legislation for the Member and legislative staff
- Taking photos of the Congresswoman at important events
- Conducting Capitol tours for constituents
- Successful applicants will be highly motivated, possess excellent written and verbal communication skills, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress.

To apply, please go to <https://spartz.house.gov/services/internships>.

MEM-333-24 Senior Republican Member of House Financial Services Committee Seeks Financial Services Fellow

A senior Republican member serving on the House Financial Services Committee is seeking a fellow to assist the Senior Policy Advisor in covering the committee portfolio.

The person in this role will work on substantive financial services issues like banking, crypto, housing, capital markets, fintech, insurance, and monetary policy in the Member's personal office. The fellow will be attending hearings, monitoring legislation and regulations, assisting with official and constituent correspondence, providing meeting materials, and more. The fellow should leave this role with an in-depth understanding of how Capitol Hill operates, as well as the major policy issues in financial services.

Ideal candidates must be excellent writers, able to work in a fast-paced environment, and have good judgment. A background in finance is not required but strongly preferred, whether it is in the private sector, government, or school.

Specific responsibilities include, but are not limited to:

- Writing briefing materials for meetings with the Member
- Preparing materials for hearings, markups, and the House floor
- Conducting policy research
- Taking notes at meetings, hearings, briefings, and other events you attend
- Tracking legislation and official correspondence
- Observing House proceedings
- Drafting constituent correspondence

This is a paid opportunity. Interested candidates should send their resume to ar02.applications@mail.house.gov.

MEM-324-24 The Office of Congressman Greg Murphy (NC-03) is currently seeking interns for our DC office for the Fall 2024 session. Our internship dates are contingent

upon the official House schedule. Tentatively, the fall internship is scheduled from August 26th to December 20th, but these dates are subject to change.

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. Interested candidates should address their application materials to Katonya Pettaway at Interns.NC03@gmail.com. Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

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-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.