



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of March 14, 2022**

**MEM-147-22** The Office of Congresswoman Susan Wild (PA-07) is seeking full or part-time **interns** to assist her legislative and press teams in Washington, D.C. for Summer 2022.

Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January. Intern responsibilities include answering constituent phone calls, compiling press clips, and assisting staff with projects in a wide array of issue areas.

Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

TO APPLY, please e-mail a resume and cover letter including policy areas of interest, desired start date, and availability to [wildinterns@gmail.com](mailto:wildinterns@gmail.com). Applications will be considered on a rolling basis; deadline to apply is Monday, April 4, 2022.

**MEM-145-22** District Office – Summer **Internships**

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid summer internship (June-August). Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman,

and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “District Office Intern-[LAST NAME]” in the subject line. The deadline for applications is Friday, April 15, 2022. Applicants are encouraged to submit their application early.

This office is Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or another non-merit factor. BIPOC applicants are encouraged to apply.

Please no unsolicited phone calls or drop-ins.

#### **MEM-144-22 DC Office – Summer Internships**

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid summer internships which will run from June to August.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content, and working with the press team to devise media strategies and bolster the office’s communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Washington State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Summer Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Friday, April 15, 2022, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

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

**MEM-143-22** The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time candidates for an **internship** from mid-May through August or September 2022.

Responsibilities may include watching/attending briefings and hearings for staff, conducting research projects, preparing materials for Committee hearings and events, and other tasks as assigned or needed.

The ideal candidate will be detail-oriented, self-motivated, reliable, and have excellent writing and communications skills. An interest in environmental, climate change, or science policy is strongly desired and preferred. Those currently enrolled in relevant undergraduate or graduate programs are encouraged to apply.

Pursuant to health and safety guidelines, interns should be available to work in-person in Washington, DC . Please send a resume and cover letter to [SCCCDjobs@mail.house.gov](mailto:SCCCDjobs@mail.house.gov) with “Summer Intern” in the subject line by March 25, 2022. Please include your approximate months of availability in the message, and how many days per week you would be available.

The office is an equal opportunity employer, and diverse candidates are encouraged to apply. No calls or drop-ins please. Individuals selected for an interview will be contacted.

**MEM-142-22** Congresswoman Jackie Speier’s office seeks proactive, flexible, and detail-oriented **interns** to join Team Speier-ited in her Washington, D.C. office for late Spring and Summer!

\*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, resourcefulness, as well as a strong interest in public service. Open to all majors and designed for undergraduate, recent graduates, and graduate students with an interest in public service.

\*Intern responsibilities include handling constituent phone calls, compiling daily press clips, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings and briefings for legislative staff, as well as opportunities to network with coffees/lunches!

\*CA-14 district or California ties are preferred, but not required.

\*Full-time and in-person interns preferred, and kindly ask that you please be vaccinated.

\*Start and end dates are flexible, but this paid internship would ideally run from April to June.

To apply: Please fill out our application found on <https://speier.house.gov/internships> with cover letter, resume, and writing sample, and email all materials to [Speier.Internships@mail.house.gov](mailto:Speier.Internships@mail.house.gov). In the body of the email, please also list any start and end date constraints, whether you are interested in a full-time position, and the number of hours per week you can work. Please also state any ties you have to CA-14 District or California. Thank you in advance for your interest!

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. Members of historically underrepresented communities, including women, people of color, and LGBTQ individuals, are strongly encouraged to apply.

**MEM-141-22** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic applicants for legislative **internships** in the Washington, DC office for the Summer of 2022.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

To apply, please send a resume, cover letter, and brief writing sample to [Caitlin.Reedy@mail.house.gov](mailto:Caitlin.Reedy@mail.house.gov) with the phrase "Internship Application" in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter. The deadline to apply is April 8th, 2022.

**MEM-138-22** The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its summer **internship** program (beginning in June and ending in August).

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication skills, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. Delaware ties are a plus.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and 2 references to [LBR.Internship@mail.house.gov](mailto:LBR.Internship@mail.house.gov), indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Spring 2020 Internship." Please note in the cover letter or body of the email if the internship is for school credit.

Deadline for applications: April 9th at 11:59pm ET. No phone calls, emails, or drop-ins please.

For more information visit: <https://bluntrochester.house.gov/constituent-services/internships/>

**MEM-137-22** The Washington, D.C. office of Rep. Greg Stanton seeks enthusiastic and motivated **interns** for the Summer 2022 semester.

Interns have a crucial part in our Washington office and are tasked to answer phones, research legislation for the Member and legislative staff, and write constituent letters on issues before the House, and perform other duties as assigned. This is a paid opportunity that can accommodate a full or part time position. Those with Arizona ties are strongly preferred.

Interested candidates should submit a resume, letter of interest and 1-2 page writing sample to [DC\\_Internships.AZ09@mail.house.gov](mailto:DC_Internships.AZ09@mail.house.gov)  
Applications are due April 8, 2022.

**MEM-136-22** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this summer.

Digital 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 is a must; sense of humor strongly encouraged. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-135-22** The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented undergraduate or graduate student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-130-22** Summer 2022 **Internship** Posting

The Office of Rep. Lori Trahan is currently accepting applications for our Summer 2022 Internship program! District ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply.

Internship hours can be flexible to accommodate students' schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions. The position will be hybrid. Summer 2022 Application deadline: March 27, 2022

### **General Internship**

In Washington, D.C., interns' responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

### **Press Internship**

In Washington D.C., press interns assist the driven press team. Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as

needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office.

Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

**District Office** (Located in Lowell, MA)

In the District, intern responsibilities include answering phones, answering constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain a comprehensive knowledge of Massachusetts' 3rd District, as well as the services the District Office provides.

Internship hours can be flexible to accommodate schedules, but generally run 9:00 a.m. to 5:00 p.m with the option of full-time and part-time positions.

**To Apply:**

**You may only apply to one office each session.** Previous applicants are encouraged to re-apply. All applications must be submitted through the online application:

<https://trahan.house.gov/forms/internships/>

In addition to the online application, please email your Cover Letter (PDF) & Resume (PDF) to the following:

D.C. Office-General Internship & District Office Internship: Jacky Alvarado ([Jacqueline.Alvarado@mail.house.gov](mailto:Jacqueline.Alvarado@mail.house.gov))

D.C. Office-Press Internship: Yael Sheinfeld ([Yael.Sheinfeld@mail.house.gov](mailto:Yael.Sheinfeld@mail.house.gov))

The office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

**MEM-129-22** Illinois Democratic Office has immediate openings for full-time **interns** and fellows to support our administrative, legislative, and communication teams in our Washington Office.

Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, researching information, and other duties as assigned.

Applicants should be professional, hardworking, reliable and have strong writing and communication skills. Illinois ties are preferred, but not required.

Internships are paid/unpaid and are available for the Spring/Summer/Fall semesters. Interested candidates should submit your writing sample and resume to [ResumeIL01@mail.house.gov](mailto:ResumeIL01@mail.house.gov). No phone calls or walk-ins please.

**MEM-128-22** Congresswoman Barragán's office is hiring **interns** for Summer 2022! We are hiring a new cohort of interns to work this Summer.

The positions include:

- San Pedro | District Office Interns
- D.C. Office Interns

Core responsibilities include assisting in performing research, processing mail, data entry, reception duties, and other office errands. In addition, interns may take on legislative and press duties as assigned.

Interested applicants should email a cover letter, resume, and dates of availability to [CA44.internships@mail.house.gov](mailto:CA44.internships@mail.house.gov). Email subject line should specify whether it is for the District Office (San Pedro) or the D.C. Office and the session (Fall, Winter, Spring, or Summer). IE: "D.C. Office- Summer 2022." Applications for all offices are due April 1st at 11:59 pm PST.

Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. All are welcome and encouraged to apply. CA/ Los Angeles area ties are a plus

More information can be found at: [www.Barragan.house.gov/internships](http://www.Barragan.house.gov/internships)

**MEM-126-22** The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks motivated and reliable student(s) to fill digital/press summer **intern** positions. A political science, public health, or economics background is a bonus, but not required.

Selected candidates will be responsible for both press and digital duties. Digital and press responsibilities include but are not limited to: developing a social media calendar and crafting daily social media content, clipping videos, designing graphics, manual photography, editing short videos, monitoring social media, compiling press clips, compiling media lists, conducting press research, drafting press materials like statements, releases, and op-eds, and performing other press and administrative tasks as necessary – particularly on hearing days.

Successful candidates will possess familiarity with – or be able to be trained quickly on – programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, Microsoft Suite and Teams, and Cision, as well as compiling and interpreting social media analytics. Interns will need attention to detail, strong writing skills, creativity, and a willingness to learn and incorporate feedback.



Interns will report to the press secretary and digital director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Flexible telework arrangements may be available.

To apply, please send a resume, cover letter that specifies start and end dates for employment, and portfolio in one PDF document by April 1 to [SSCCJobs@mail.house.gov](mailto:SSCCJobs@mail.house.gov) with the subject line “Communications Intern – NAME”.

Portfolios can include up to 4 examples of candidates’ past work and include short writing samples, links to short videos, digital graphics, social media posts, flyers, etc.

**MEM-125-22** The Washington D.C. office of Congressman Charlie Crist (FL-13) is seeking college students or recent graduates interested in gaining Congressional experience in a fast-paced office for a full- or part-time **internship** during Summer 2022. Start and end dates are flexible.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties.

Responsibilities Include:

- \*Answering phones and logging constituent correspondence into Fireside
- \*Attending briefings on behalf of staff
- \*Providing Capitol tours
- \*Drafting constituent correspondence letters
- \*Performing legislative research and analysis, and various other tasks.

Florida ties are a plus but not required. Ideal candidates will possess strong written and oral communication skills, an interest in public service, and a commitment to serving the people of Florida’s 13th Congressional district.

To apply for an internship with Congressman Crist, please send resume, cover letter, one writing sample and availability to [FL13Internships@mail.house.gov](mailto:FL13Internships@mail.house.gov). A stipend will be provided to accepted applicants.

Deadline to apply is Monday April 4th, 2022.

**MEM-124-22** 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 Summer 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 June through August 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](mailto:Alexandra.Ham@mail.house.gov) with the subject line “Summer 2022 Press/Digital Intern” by COB Friday, March 18.

#### 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-123-22** The Washington D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid **internship** for Summer 2022.

Interns will be asked to research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, dates of availability for the Summer 2022 semester in a PDF format to [Marissa.Kaiser@mail.house.gov](mailto:Marissa.Kaiser@mail.house.gov) with “NY-25 Summer 2022 Internship” in the subject line.

This internship will be a hybrid of remote and in-person work, therefore, applicants must be D.C. based. The deadline for this internship is Monday, March 28 at 5:00pm, but students are encouraged to submit their application early.

**MEM-122-22 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 Summer 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 June through August 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](mailto:Alexandra.Ham@mail.house.gov) with the subject line “Summer 2022 Internship” by COB on Friday, March 18.

RESPONSIBILITIES:

SKILLS AND KNOWLEDGE REQUIRED:

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-121-22** The office of Congresswoman Ann Kirkpatrick is currently accepting **internship** applications for the Summer of 2022 in our DC and Tucson offices.

Duties include: Greeting visitors, running errands, opening and sorting mail, leading tours of the Capitol (if tours resume), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

Interns will also have the opportunity to assist in various constituent casework cases or work on District-based projects of importance.

Arizona ties are preferred but not required. Women, people of color, and LGBTQ+ persons are encouraged to apply.

This is a paid internship. All interested applicants should complete a form via the following link: [Kirkpatrick.house.gov/services/internships/](https://kirkpatrick.house.gov/services/internships/) and submit a one page resume (required) and one page cover letter (optional) by April 1, 2021.

Visit [kirkpatrick.house.gov](https://kirkpatrick.house.gov) for more information, or email [Lezah.Richardson@mail.house.gov](mailto:Lezah.Richardson@mail.house.gov).

**MEM-120-22** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07) is seeking full-time and part-time paid **interns** for the Summer 2022 term. This is a hybrid opportunity and interns will be expected to work both remotely and in-person.

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/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 [Diego.Sanchez@mail.house.gov](mailto:Diego.Sanchez@mail.house.gov) with the subject "First Name.Last Name Internship Application." Applications will be accepted until Sunday, April 3rd. Incomplete or late applications will not be accepted.

**MEM-119-22** Congressman Jerry Nadler (NY-10) is seeking paid undergraduate student **interns** for the Summer 2022 semester in his Washington, DC office.

Applicants should be interested in learning the daily, detailed operations of a congressional office: responding to constituent problems and concerns, writing letters, drafting policy memos, legislative research, and performing general office tasks. Excellent communication skills are important.

Interns must be able to commit to at least 25 hours per week and should have completed their first year of college. This internship will run from May 2022-August 2022.

Please send a resume, cover letter, and 1-2 page writing sample to [NY10.Internship@mail.house.gov](mailto:NY10.Internship@mail.house.gov) by March 25, 2022. In your cover letter, please note your availability on each day of the week, your legislative interests, and why you would like to work for Congressman Nadler.

Congressman Nadler's office strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

Congressman Nadler's office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

**MEM-117-22** The Washington, D.C. Office of Congresswoman Debbie Wasserman Schultz (FL-23) is looking for **Interns** to join our office for the summer.

Students chosen will perform a variety of duties for our office and will play an active role in the daily tasks required to manage a congressional office. Interns will primarily communicate with constituents and log their concerns (via mail and phone calls) and support the legislative work of the office. Dedicated interns have the opportunity – provided they are motivated, energetic, and creative – to learn how legislation becomes law and affects peoples' lives.

The summer internship experience is divided into two cohorts, May & June (Session 1) and July & August (Session 2), although start and end dates are usually flexible. Preference is given to full-time interns but those seeking a part-time internship are encouraged to apply so long as they can work full shifts (e.g., from 9am to 1pm or from 1pm to 5pm). Interns will work on a hybrid schedule, working from the office on some days and remotely on others.

Qualifications:

- Strong attention to detail
- Excellent oral and written communication skills

- Ability to work cooperatively and courteously with others
- Good organizational skills
- Responsible, dependable, and willing to learn

Duties:

- Sorting constituent mail (using Fireside CRM)
- Answering the office main telephone line and logging phone calls
- Attend virtual briefings and hearings, and take copious notes
- Attend in-person committee meetings, intern conferences, and seminars
- Conduct background research for briefing memos
- Compile news clips and biographies
- Support the legislative team with research for their projects
- Draft responses to constituent mail (form letters)
- Track and summarize bills and Member sign-on letters
- Assist with setting up for briefings and events
- Assist communications/press team with social media and outreach projects, and with editing videos and creating graphics as needed
- Perform other duties as assigned by Intern Coordinator(s) and other staff

Interested applicants should submit a cover letter, resume, and writing sample to [FL23DCInternResumes@mail.house.gov](mailto:FL23DCInternResumes@mail.house.gov) by March 30th. Cover letter should indicate desired start and end date for internship.

Please note in your cover letter if you would like to be considered for a need-based stipend to partially cover living and transportation expenses, and include in your cover letter the desired amount that would cover such costs. Funds are limited, and we cannot guarantee financial assistance or that we will be able match your requested level of assistance.

**MEM-116-22** The Office of Congressman Mondaire Jones (NY-17) is currently accepting energetic and self-motivated **interns** in the Washington D.C. and District offices. This is an in-person internship. High school students will not be considered. All interns are paid at \$15 per hour.

Preferred candidates should possess excellent communication and customer service skills, a strong attention to detail, and a good sense of humor. Primary responsibilities will include processing digital mail, answering phones, attending briefings, performing legislative research and analysis, drafting memos, intaking casework, and other tasks. District ties are preferred, but not required.

Interested applicants should complete and submit this here <https://airtable.com/shrN21HGsmepTXf2k>

On the application form, please indicate the sessions for which you would like to be considered. The application requires a resume, cover letter with start/end date

and hourly availability, and a one-page writing sample compiled in a single PDF. Individuals selected for an interview will be contacted.

No phone calls, follow ups, or drop ins, please. Candidates from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply. Applications will be reviewed on a rolling basis.

Internships for the Washington D.C. and District offices are available during the following sessions:

Summer 2022 Session – May/June through August (Deadline March 27th at 11:59 EST)

Fall 2022 Session – Late August/September through December (Deadline June 26th at 11:59 EST)

Apply Here: <https://airtable.com/shrN21HGsmepTXf2k>

**MEM-114-22** Spring/Summer Congressional **Internship** Opportunity:  
Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his DC team.

Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, writing sample and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).

**MEM-112-22** Congressman Josh Harder (CA-10) seeks an organized and detail-oriented Scheduling **Fellow** for his D.C. office.

This person will report to the Operations Director and will be responsible for managing all aspects of the Member's Washington, D.C. daily schedule; staffing the Member; making travel arrangements; organizing and responding to incoming DC scheduling requests; managing the Member's time in a productive and timely manner; and other tasks as assigned. This is a paid, in-person (hours can be flexible) position and will run from late April through end of November, although start date can be flexible.

Applicants should have a positive attitude, sense of humor, excellent organizational skills, strong written and verbal communication and interpersonal skills, and an ability to thrive in a fast-paced, collaborative environment. Applicants must also value and exhibit confidentiality & discretion. Previous Capitol Hill or scheduling experience is a plus, but not required.

Please submit your resume, cover letter and two references to [Ryan.Feldman@mail.house.gov](mailto:Ryan.Feldman@mail.house.gov) and include "Scheduling Fellow" in the subject line by 6pm EST on Thursday, March 17th. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as those with California Central Valley ties. No phone calls or drop-bys.

**MEM-110-22** The office of Congressman Josh Harder (CA-10) is currently accepting applications for paid summer **internships** which will run from the beginning of May through end of August.

Our hands-on legislative internship program offers highly motivated undergraduates and recent graduates the opportunity to gain real-world experience in government and politics. Over the course of their service, interns will gain a deeper knowledge of the federal government and strengthen their communications, writing, problem-solving, and time-management skills.

Responsibilities will vary but may include:

- Communicating with constituents through mail, email, and over the phone
- Conducting research to be used for floor speeches, memos, committee hearings, and other legislative business
- Monitoring press coverage, current events, and House business
- Attending briefings and hearings
- Greeting office visitors and giving tours of the Capitol
- Administrative tasks as assigned

To apply for an internship with the Office of Congressman Josh Harder, send your resume, cover letter, and a 1-2 page writing sample as a single PDF to [Archibald.Fraser@mail.house.gov](mailto:Archibald.Fraser@mail.house.gov). The deadline for applying is end of day Sunday, March 20, 2022. Central Valley ties are preferred, but not required.

Please include the days and times you will be available to intern, your desired start date, and any requirements your school has in order for you to receive credit



in your cover letter. Please format the subject line of your email “DC Internship - First Name Last Name - Summer.”

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

**MEM-106-22** Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** in his Washington, DC office for the Summer 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 are 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 and cover letter to [seth.enderson@mail.house.gov](mailto:seth.enderson@mail.house.gov).

**MEM-104-22** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2022.

\*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service.

\*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

\*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

\*Starting and ending dates are flexible, although prospective interns should be able to commit at least 16 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov) and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is March 31, 2022 at 11:59PM PT.

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. Members of historically underrepresented communities, including women, people of color, and LGBTQ individuals, are strongly encouraged to apply.

**MEM-096-22** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for Summer 2022 sessions. This is a hybrid position—hours will be worked in person and remotely. If the public health situation changes significantly, the position could transition to in-office full-time.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee's 9th District. Full-time availability is preferred.

There are two available start dates for Summer 2022 for approximately 10-16 weeks each, specific start dates are flexible. Please indicate your availability in your application:

May to July (A)  
July to September (B)

Qualifications:

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

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.

- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

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

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

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

**MEM-095-22** The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the summer in the D.C., Kent Island, and Salisbury offices.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Maryland ties are preferred, but not required.

To apply, please visit <https://harris.house.gov/services/internships/form> and complete the application. No phone calls please.

**MEM-094-22** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a summer press **intern** in our Washington, D.C. office. This internship will run from late May through early August.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options. Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment.

Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture

videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to [PA06Press.Interships@mail.house.gov](mailto:PA06Press.Interships@mail.house.gov).

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

**MEM-093-22** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for summer legislative **interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May through early August.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone, and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the "Legislative Internship" form our website, [Houlahan.house.gov](http://Houlahan.house.gov).

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

**MEM-092-22** The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently seeking applicants for the full-time, paid **intern** position in the Summer of 2022.

Interns are involved in all aspects of the office including constituent services (such as answering phones and letters on a variety of issues), and legislative research, in addition to providing daily administrative and operational assistance. Interns are also encouraged to attend hearings, briefings, lectures, and seminars available in Congress and around the Hill.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at [alexandra.schindewolf@mail.house.gov](mailto:alexandra.schindewolf@mail.house.gov) with the subject line "Summer 2022 Internship." Please send all attachments as PDFs.

This internship will run for up to four months between May and August, with the specific start and end dates varying per individual applicant.

**MEM-090-22** The House Committee on Education and Labor (Democratic staff) seeks a Legal **Intern** to assist with research and analysis for committee staff on oversight and investigations.

Applicants must either be currently enrolled in an accredited JD program or have received a JD from an accredited program. Responsibilities include assisting with oversight hearings, investigative reports and executing a complementary legislative and oversight strategy with positive results. Must be able to write quickly and clearly, be flexible in adjusting to changing circumstances and legislative priorities, and be self-starters capable of taking responsibility for complicated, ongoing projects.

To apply, applicants must submit a cover letter, resume, a writing sample (5-10 pages), a current transcript, and 3 references. Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Legal Intern" in the subject line.

In addition, please state in the body of your email submission: (i) your approximate start date, (ii) your approximate end date, and (iii) your approximate weekly hours. This is an unpaid position based in Washington, DC. Applications will be considered on a rolling basis until March 25, 2022.

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

**MEM-089-22** The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

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

**MEM-088-22** Representative Mary Gay Scanlon (PA-05) Paid Communications **Internship**

Responsibilities include, but are not limited to:

- Compiling press lists
- Drafting press releases, social media posts, and other communications materials
- Assisting with video editing and graphic design
- Researching various policy issues
- Responding to constituent mail and answering office phones

Ideal candidates will have strong written and oral communication skills, familiarity with graphic design and video editing, and relevant internship experience related to communications, government, or campaigns. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

This position will report to the Press Secretary (based in DC), with additional supervision from the Communications Director (based in PA-05).

To apply, please send a resume, cover letter, a short writing sample, a digital product sample (such as social media posts, graphics, or videos created by the candidate), and two references to [carina.figliuzzi@mail.house.gov](mailto:carina.figliuzzi@mail.house.gov) with the subject line “Summer Comms Internship, NAME” Please compile all application materials into one PDF document

**MEM-087-22** Representative Mary Gay Scanlon (PA-05) Paid Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample, and two references to [Emily.Kastenberg@mail.house.gov](mailto:Emily.Kastenberg@mail.house.gov) with the subject line “Summer Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-085-22** The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks.

- Hours = 9am-5pm ET Monday through Friday
- Virtual internship
- Start date = Mid-March

Intern responsibilities include:

- \*Compiling press clips by 9:30am ET every morning
- \*Social media strategizing for increased growth
- \*Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- \*Creating graphics for social media, knowledge of Photoshop or Canva preferred
- \*Drafting speeches
- \*Drafting short newsletters
- \*Editing written materials, such as newsletters or press releases
- \*Other duties as needed to support the communications team

Please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable). Send to [KrishnamoorthiPressInternship@gmail.com](mailto:KrishnamoorthiPressInternship@gmail.com).

**MEM-083-22** Summer **Internship** Opening for Rep. Josh Gottheimer (D-NJ)

The Washington, D.C. Office of Congressman Josh Gottheimer (NJ-05) is seeking motivated, organized, and hardworking individuals for the summer term.

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. New Jersey ties are a plus.

Please send a resume, cover letter, one-page writing sample, and dates of availability as one PDF with subject line “DC SUMMER INTERNSHIP 2022” to [nj5jobs@mail.house.gov](mailto:nj5jobs@mail.house.gov).

**MEM-076-22** The Office of Congressman Paul Tonko is seeking summer **interns** in its Albany, Schenectady, and DC offices.

Interns will learn from staff to serve the constituents of New York’s 20th Congressional district. Our goal is to invest in the next generation of public leaders by providing each intern with a meaningful experience that will enhance their understanding of policy and congressional matters. The 2022 Summer Internship Program will run from May to August, and flexible start and end dates will be considered.

Overall intern responsibilities may include:

- Attending hearings, briefings, and meetings and drafting memos on the matter for legislative staff
- Researching legislation and policy issues
- Offering front-line constituent services; answering phones, drafting written responses to constituents, assessing mail appropriately, and engaging with constituents
- Option to assist the Communications Team in drafting press clips, social media content, and press releases
- Opportunity to take part in congressional outreach
- Participation in hands-on constituent casework
- Any additional opportunities that may arise within the context of a congressional office

Interns are compensated with a maximum stipend of \$2,000 and are able to work on a full-time or part-time basis. Interns in the Washington, DC office are also eligible for a monthly transit benefit towards the Metro and Metrobus. The deadline to apply is Friday, March 25, 2022, and selected applicants will be contacted for an interview the following week by the respective office. Please note that a response is not likely beforehand.



To be considered for an internship, please send your resume, cover letter, and writing sample that speaks to social activism, a passionate policy interest, or a historic or current political event, to one of the following individuals based on your office of interest:

- For internships in the Albany District Office, please email your materials to Connor Giltz at [connor.giltz@mail.house.gov](mailto:connor.giltz@mail.house.gov).
- For internships in the Schenectady District Office, please email your materials to Cora Schroeter, MBA at [cora.schroeter@mail.house.gov](mailto:cora.schroeter@mail.house.gov).
- For internships in the Washington, DC office, please email your materials to Bayley Connors at [bayley.connors@mail.house.gov](mailto:bayley.connors@mail.house.gov).

We strongly encourage individuals with ties to New York and those from traditionally underrepresented backgrounds to apply. Rep. Tonko's office is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

**MEM-062-22** The office of Congresswoman Rosa L. DeLauro (CT-03) is currently accepting applications for full and part-time paid **interns** for the summer internship sessions in our DC office.

Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support. Interns are also encouraged to attend hearings, lectures, and seminars available in Congress and around the Hill. Congresswoman DeLauro's staff is willing to provide projects specific to the interests of the intern, whenever possible.

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.

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.

How to Apply: The deadline for summer applications is March 31st. If you are interested, please email a cover letter, resume, a brief writing sample (1-2 pages), two references, and a completed application (found at <https://tinyurl.com/5fpw48p6> ) to [Molly.Opinsky@mail.house.gov](mailto:Molly.Opinsky@mail.house.gov).

If you have any additional questions or would like to be mailed an application, please feel free to contact Molly Opinsky in Congresswoman DeLauro's office at (202) 225-3661.

Internships are also available in the Third Congressional District Office for interested students. Please contact Jennifer Lamb in the District Office at (203) 562-3718 for more information.

**MEM-059-22** The Office of Congresswoman Angie Craig is currently accepting applicants for paid hybrid summer **internships** in the DC and District Offices.

Summer internships in Rep. Angie Craig's office will be conducted in a hybrid format in accordance with the current public health guidance. Internships will begin no earlier than May 16, 2022 and extend no later than August 31, 2022.

All interns are paid \$15 per hour and provided with all of 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.

Interns in the Washington, D.C. office will focus on researching legislation, attending hearings and constituent meetings, answering constituents' phone calls, logging and drafting constituent correspondence, and assisting legislative and communications staff members on various projects.

Interns in the Burnsville office will focus on constituent casework, answering constituents' phone calls, community outreach and research, in-district event planning, and assisting the outreach, casework, and communications staff members on various projects. All interns will have the opportunity to work with staff in both offices over the course of the internship.

As a result, interns will learn about the legislative process, learn about all of the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District. The program is tailored to fit interns' policy interests and career goals.

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 based in Rep. Craig's Washington, D.C. office, please submit a resume and cover letter in one PDF document, to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov) with the subject line "(Last Name) DC Summer Internship Application."

- To apply for an internship based in Rep. Craig’s District office in Burnsville, please submit a resume and cover letter in one PDF document, to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov) with the subject line “(Last Name) DO Summer Internship Application.”
- If you would like your application to be considered for both offices, please use the subject line “(Last Name) BOTH Summer Internship Application.”
- Please include your earliest start date, latest end date, and weekly availability between 8am and 5pm CST 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 2022 internships, applications must be submitted no later than 11:59pm on Sunday, April 3, 2022. Late submissions will not be considered nor accepted. If you have any questions regarding the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov).

**MEM-047-22** The Office of Congressman Pete Aguilar will be offering in-person summer **internships** in the DC and District Offices.

Summer internships typically run Monday through Friday, from 9:00 a.m. to 5:00 p.m. Interns will have the chance to experience a congressional office's fast-paced atmosphere and gain valuable work experience. This internship is an excellent opportunity for those interested in public service and the legislative process.

DC Interns will assist with tasks, including answering phones, drafting constituent correspondence, and assisting with media clips. District Interns may be assigned to assist in various constituent casework or work on community outreach and grants related projects. DC Interns will also have the opportunity to attend policy briefings and assist staff with legislative research.

Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail, and the ability to function in a fast-paced environment. Ties to CA-31 and California are strongly preferred.

To apply, please email your resume, cover letter, availability, and office preference (DC or District) to [Aguilar.Internships@mail.house.gov](mailto:Aguilar.Internships@mail.house.gov).

The deadline for summer submissions is Friday, April 1st, at 11:59 p.m. PT. Interviews will be conducted over the following two weeks. The estimated start

date for the internship is June 6th, 2022. If you have any questions regarding the application process, please email [Aguilar.Internships@mail.house.gov](mailto:Aguilar.Internships@mail.house.gov).