



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of October 31, 2022

MEM-517-22 The Office of Congresswoman Norma Torres is currently seeking Spring 2023 **interns** in her DC office.

This internship is an excellent opportunity for those interested in public service and learning more about the legislative process. Interns will have the opportunity to be hands-on in the legislative process by assisting with Rep. Torres' responsibilities on the Rules and Appropriations Committees. Our office seeks to help interns grow beyond the typical intern responsibilities by incorporating their passions and goals into their internship. Additionally, specific press internships are also available to work directly with the Press Secretary to develop and implement communications and social media strategies.

Intern responsibilities include researching legislation, attending hearings and briefings, drafting constituent letters, assisting the press and legislative teams push policy forward, drafting memoranda for the staff, administrative work as needed.

The Paid Fellowship Program is full-time from 9AM to 6PM when Congress is in session and 9AM to 5 PM during recess. The Unpaid Internship Program is a minimum of 10-12 hours per week.

The deadline to apply is Friday, November 25th, 2022. To submit your application, please visit torres.house.gov/internships with your resume and cover

letter that includes your availability for the internship. Ties to CA-35 and California along with Spanish skills are preferred but not required.

MEM-516-22 The Office of Rep. Ro Khanna (D-CA) is seeking Spring **interns** for in-person positions.

Responsibilities will include communicating with constituents, generating engaging content for the Member's official social pages (including Facebook, Twitter, and Instagram), designing graphics, conducting legislative research, preparing policy memos for both the Member and legislative staff, drafting constituent letters, and potentially guiding U.S. Capitol tours. Additional responsibilities – such as creating short video clips or pitching legislative initiatives – are considered based on collaborative goal-setting conversations between interns and their supervisors at the beginning of the internship.

This is a unique opportunity to gain both legislative and communications experience in a supportive, collaborative, and enriching environment. Ideal applicants will be skilled communicators who are kind, curious, and enthusiastic. In addition, experience with conducting research, as well as a background in iMovie, the Adobe creative suite, and TweetDeck, will also be evaluated.

All interns are paid \$17.00 per hour for a maximum of 30 hours a week. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, cover letter, a short writing sample (no more than 2-pages), 2 sample tweets on a current event, a sample graphic (optional) and availability to cal7operations@mail.house.gov no later than Monday, November 7th.

MEM-515-22 **Internship Opportunity:** Office of Congressman Chris Pappas NH-01
Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting.

The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

Apply

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages)

to Pappas.Internships@mail.house.gov with “[Last Name] Internship Application – [Season] 2023 ” in the subject line. In your email, please also specify your specific dates and times of availability. The deadline for Winter/Spring 2023 applications is Sunday, November 13 at 11:59 pm.

Current appropriations law prohibits the use of federally appropriated funds to pay the compensation of U.S. government employees whose post of duty is in the continental U.S. unless that person, generally:

1. Is a U.S. citizen;
 2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying, but delays attributable to the processing of the application do not count toward the two-year deadline);
 3. Is admitted as a refugee or is granted asylum and has filed a declaration of intention to become a lawful permanent resident and subsequently a citizen when he/she is eligible to do so; or
 4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).
- See Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, div. E tit. VII, § 704 (2022).

MEM-512-22 Congressman Jerry Nadler (NY-10) is seeking paid undergraduate student **interns** for the Spring 2023 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 January 2023 - May 2023.

Please send a resume, cover letter, and 1-2 page writing sample to NY10.Internship@mail.house.gov by November 18, 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-511-22 The office of Congresswoman Susie Lee is seeking spring **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Spring Intern” in the subject line. No phone calls or walk-ins please.

MEM-509-22 Republican Representative Troy Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Spring 2023. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas’s 22nd Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties and previous congressional experience are preferred, but not required.

To apply, send your resume and cover letter to anil.joseph@mail.house.gov.

MEM-508-22 The House Committee on the Judiciary’s democratic staff is seeking **interns** for the spring of 2023.

This internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process. The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, and antitrust law.

Interns work closely with committee staff, including subcommittee staff and/or the oversight team, on a range of issues. This internship is based in Washington, DC with both full-time and part-time options.

Due to the large volume of applicants we receive, only those applicants who are offered interviews will be contacted by the Committee.

No phone calls or emails please. Thank you.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The deadline for spring intern applications is 11:59 PM PDT on November 1st. Please submit applications here: <https://judiciary.house.gov/about/internship-opportunities.htm>

MEM-507-22 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the Spring internship session. The start date would be as early as January 17th (with a flexible start and end date depending on availability). Interns are paid a stipend based on availability and have access to transit benefits.

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 Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you're applying for a Spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-506-22 The Washington D.C. Office of the Representative Joseph Morelle, NY-25, is now accepting applications for a hybrid paid **internship** during the Spring semester, 2023. Applicants must be based in Washington D.C. for the semester.

Interns will be responsible for:

- Attend hearings and briefings
- Answer phones and answer constituent letters
- Research Legislation for the Member and legislative staff
- Interacting with members of staff in the D.C. office and virtually with the Rochester office.
- Other duties delegated by staff and day to day office work to help the congressional office function.

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent communications 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 submit the following:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format

to Declan.Graham@mail.house.gov with “NY-25 Spring 2023 DC Internship” in the subject line.

The deadline for this internship application is November 13th, 2022, but applicants are encouraged to submit their application early. Interview requests will be sent out following the November 13th deadline.

For more information on the Washington D.C. internship please visit: <https://morelleforms.house.gov/services/internships.htm>

MEM-505-22 The Office of Congressman Ted W. Lieu (CA-33) is now accepting applications for our paid Spring 2023 **Internship** program in the Washington, D.C. office.

This will be a hybrid internship.

Candidates should be well-organized, responsible, reliable, and possess excellent oral and written communication skills. In addition, a qualified candidate will be generally knowledgeable of legislative issues and current events.

Duties will include answering phones, researching legislation, giving Capitol tours, attending hearings and briefings, and assisting the Member and legislative staff with various projects. California and/or 33rd District ties are preferred, but not required.

Interested candidates should send all of the information listed below in an email to the D.C. intern coordinator at lieu.staff@mail.house.gov with "Spring 2023 Legislative Internship Application" as the subject line.

The deadline for Spring applications is Tuesday, November 1, 2022 at 11:59pm ET. Please call the Washington office at (202) 225-3976 with any questions or concerns.

- Cover letter
- Resume
- Brief, 1-2 page writing sample
- Internship term you are applying for (Spring, Summer, or Fall) and your availability during that time, presented as days and hours during the week in Eastern Time.

MEM-503-22 Congresswoman Barragán takes pride in offering **internship** opportunities in both her San Pedro, California and Washington, DC offices.

Applications for the Winter 2022/Spring 2023 session are now open. Internships are open to current undergraduate and graduate students, and recent college graduates.

Intern responsibilities vary day-to-day but typically include:

- Interacting with constituents,
- Conducting legislative research,
- Attending community events,
- Attending committee hearings,
- Preparing memos,
- Drafting correspondence,
- Writing press clips,
- Administrative work as assigned,
- And additional support as needed.

Interns in the Washington, DC office are assigned to a legislative staffer based on stated area(s) of interest. Please include your areas of policy interest in your cover letter. Congresswoman Barragán also reserves one intern position in the Washington, DC office each session for a Press Intern.

The Press Intern works closely with the Congresswoman's Communications and Media team to complete tasks such as compiling daily press clips, preparing background research on media requests, drafting media advisories and press releases, and other responsibilities as required.

Typical hours for internships in both offices are Monday through Friday from 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules. Stipends will be offered to eligible interns.

Winter 2022/Spring 2023 Session: January 2023 through April 2023 | Deadline to Apply: November 18th, 2022

Interested applicants should email a cover letter, resume, and dates of availability to CA44.internships@mail.house.gov. Please specify in the subject line of the email: the session you are applying for, whether you are applying for an internship in the San Pedro or Washington, DC office, and if you are applying for the Press Internship. Applications received after the deadline will be considered depending on availability.

If you have any questions or concerns, please email CA44.internships@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. Minorities and those of traditionally underrepresented communities are strongly encouraged to apply.

Preference will be given to applicants with ties to the District and Californian residents, but all are welcome and encouraged to apply. Being bilingual in Spanish is also a plus.

MEM-502-22 The Office of Rep. Julia Brownley (CA-26) seeks paid Spring **interns** for the Washington D.C. Office.

Intern responsibilities include answering phones, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, filling tour and flag requests, giving Capitol tours, and answering constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The office of Rep. Julia Brownley is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Interested applicants should email a cover letter and resume to Hannah Singer at hannah.singer@mail.house.gov with the subject "Spring Internship- LAST NAME". Deadline to apply is 11/18/2022.

MEM-501-22 Congressional Legislative **Internship** (Washington, D.C. Office)

The office of Congressman Dan Kildee is seeking a highly motivated and detail-oriented paid intern for Spring 2023. Qualified candidates will have a demonstrated interest in researching and learning public 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 January through May 2023 and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Interested applicants should send a cover letter and resume to Alexandra.Ham@mail.house.gov with the subject line “Spring 2023 Legislative Internship” by COB on Monday, November 14.

RESPONSIBILITIES:

- Help oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;
- Support the constituent mail program by batching constituent messages in IQ and drafting constituent mail;
- Assist in managing office supplies for the Washington office;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

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

Congressman Kildee’s office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions

are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-500-22 Press/Digital **Internship** (Washington, D.C. Office)

The Washington, D.C. office of Congressman Dan Kildee is seeking a paid press/digital intern to join a fast-paced communications team for Spring 2023.

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 January to May 2023 and able to work from 9 a.m. to 6 p.m. when the U.S. House of Representatives is in session and from 9 a.m. to 5 p.m. on non-session days.

Interested applicants should send a brief cover letter and resume along with a brief writing sample and least one sample social media post with a graphic to Alexandra.Ham@mail.house.gov with the subject line “Spring 2023 Press/Digital Intern” by COB on Monday, November 14th.

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
- Write e-newsletters and media advisories and press releases
- Assist the communications team

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written communication skills;
- Thoroughness and careful attention to detail;
- 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;
- 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-499-22 Congressman Raul Ruiz (CA-36) is seeking applicants for the Spring 2023 **internship** program in his Washington, D.C. office.

Responsibilities: The office of Congressman Ruiz is seeking hard-working individuals who are passionate, driven, and committed to public service for their Spring 2023 internship program. Internships in Congressman Ruiz's office combine administrative, press, 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.

Intern Responsibilities:

- Engaging with constituents both over the phone and in-person at the front desk
- Researching policy to help constituents with their concerns
- Drafting form letters and cosponsor requests for the Congressman
- Processing and organizing constituent mail received by the office
- Completing projects on various topics concerning the district
- Attending hearings and briefings and taking notes
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

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

How to Apply: Please email a cover letter and resume with the subject line "Spring 2023 DC Office Internship" to CA36.DCInternshipForm@mail.house.gov by November 18.

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-498-22 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** paid internship for the Spring of 2023 in our Washington, D.C. office.

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

attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

Nevada ties are encouraged but not required. The ideal candidate will be available from late August through December and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session.

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.

Interested applicants should e-mail a resume and cover letter to Lizzie.Brown@mail.house.gov with the subject “First Name Last Name Spring Internship Application” Applications will be accepted until November 15, 2022.

MEM-497-22 U.S. Rep. Lloyd Doggett (D-Texas) seeks **interns** for his Washington office in Spring 2022.

Texas connections a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Spring 2022 Internship Application.

No calls or drop-ins please.

MEM-496-22 The office of Congressman Jay Obernolte (CA-08) is seeking **interns** for the spring 2023 term in the Washington D.C. office.

Ideal candidates should possess strong written and oral communication skills and a demonstrated interest in public service. California ties are preferred but not required.

In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, research legislation for the member and legislative 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 other functions of a congressional office.

Interested applicants should send a resume to James Fleming at CA08.internships@mail.house.gov with the subject line “Spring Internship Application”

MEM-495-22 Congresswoman Lois Frankel’s (FL-21) D.C. office seeks **interns** for the upcoming Spring 2023 semester.

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should details reasons for applying to the position. A stipend will be given to accepted applicants.

Please apply via the following link: <https://frankel.house.gov/constituent-services/internships.htm>

If you have any questions please feel free to contact me via email at amaris.graham@mail.house.gov

Deadline to apply by is Friday, November 4, 2022 by COB (5pm).

MEM-493-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2023. This is a hybrid position— hours are worked remotely and in-person. A majority of the program is spent in the office.

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. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible with Interns working for approximately 10-16 weeks. Applications are reviewed on a rolling basis.

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-491-22 The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its spring **internship** program (beginning in January 2023 and ending in May 2023).

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 the contact information for 2 references to 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 2023 Internship – NAME." Please note in the cover letter or body of the email if the internship is for school credit.

Applications are due at 11:59pm on December 10th, 2022

No phone calls, emails, or drop-ins please.

MEM-490-22 **PRESS INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a Spring 2023 press intern in our Washington, D.C. office. This internship will run from early January through mid-May.

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.Internships@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-489-22 **LEGISLATIVE INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Spring 2023 legislative interns in our West Chester, Reading, and Washington, D.C. offices. This internship will run from early January through mid-May.

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.

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-488-22 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 2023 **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](#) (tinyurl.com/3t2z5ku8, also located on delauro.house.gov/services/internships) along with a cover letter, resume, brief writing sample (1-2 pages), and two references to Daniel.Robillard@mail.house.gov with the subject line “Spring 2023 Internship” by November 18. Please send completed application form as one PDF file and all other application materials in another, single PDF file.

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-487-22 “Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and

cover letter

to marshall.stallings@mail.house.gov and lauren.mazurek@mail.house.gov.

Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. This is a paid position and is competitive with that of other offices.

Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.”

MEM-486-22 The Washington, D.C. office of Rep. Greg Stanton seeks enthusiastic and motivated **interns** for the Spring 2023 semester.

Interns have a crucial part in our Washington office and are tasked to answer phones, lead US Capitol tours, research legislation for the Member and legislative staff, write constituent letters on issues before the House and perform other duties as assigned. This is a paid, full-time opportunity. 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

MEM-484-22 Representative Mary Gay Scanlon (D-PA-05) Paid Spring 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 with the subject line “Spring Legislative Internship, NAME” by November 21st, 2022. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-483-22 The House Committee on Oversight and Reform Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this winter.

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 are a must. This position reports to the Communications Director.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-482-22 The House Committee on Oversight and Reform Democratic 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 winter.

The ideal candidate should be a strong writer, team player, and voracious consumer of news who thrives 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 with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov.

MEM-481-22 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Spring 2023 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/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 with the subject "First Name.Last Name Internship Application." Applications will be accepted until Sunday, November 27th. Incomplete or late applications will not be accepted.

MEM-479-22 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Winter 2023.

* 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 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 November 4, 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-477-22 The office of Congressman Austin Scott (GA-08) is seeking full-time and part-time Spring 2023 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a Congressional intern and may also receive opportunities to assist the Legislative and Communications Staff.

As a result, interns learn about the legislative process and the many other functions of a Congressional office. Generally, the office hours run from 8:30 AM to 5:30 PM when Congress is in session and 9:00 AM to 5:00 PM when not in session.

Interested applicants should email a cover letter and resume to william.matney@mail.house.gov. Georgia ties are preferred, and the deadline to apply for the Spring 2023 internship is the close of business on November 28.