



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of August 14, 2023

MEM-437-23 The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to Wisconsin.resumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-432-23 The Office of Congressman Troy Balderson (OH-12) is seeking detail-oriented, highly-organized individuals to take part in the 2023 Fall **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks.

Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects, and assisting with the Congressman's events. Candidates must be flexible and comfortable working in a team environment. The internship will run from September – December 2023.

To apply, fill out the application
via <https://balderson.house.gov/forms/internships/>

MEM-429-23 The office of Congressman French Hill (AR02) has full-time paid **internship** positions available for the Fall 2023 term.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates.

To apply, please send a resume and cover letter
to AR02.Applications@mail.house.gov. If you have any questions, you can contact the office for additional information at (202) 225-2506.

MEM-427-23 The Office of Congresswoman Valerie P. Foushee (NC-04) is seeking motivated, detailed-oriented, and energetic individuals for a paid Fall 2023 **internship**.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic.

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

District intern responsibilities include, but are not limited to, answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

The term of this internship will be during the fall semester. part-time interns must work at least 10-15 hours a week, Monday-Friday, hours may be flexible to accommodate students' course schedules. Applications will be reviewed on a rolling basis; applicant are encouraged to apply early. The due date for applications is August 18.

Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov. Incomplete applications will not be reviewed.

The Office of Representative Foushee is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Applicants and employees shall not be discriminated against because of race, religion, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-426-23 Representative Rick Larsen (WA-02) is seeking applicants for the Fall 2023 **internship** program in his Washington D.C. office.

The paid in-person internship will run from September through December. Internship duties will include (but are not limited to): leading tours of the Capitol, answering phones, attending briefings, conducting legislative research and other tasks to assist staff.

The idea candidate for this internship can carry out independent research and has strong written and verbal communication skills and attention to detail. Interns must also have a positive and collaborative attitude.

The internship will offer students and young professionals invaluable experience on our nation's legislative process. Ties to Washington are preferred, but not required. Women, people of color and LGBTQIA+ persons are strongly encouraged to apply.

All interested applicants should email their resume and cover letter in a single PDF to Danielle Hall at Danielle.Hall@mail.house.gov with the subject line "Fall

2023 Internship”. Applications will be reviewed on a rolling basis. Deadline August 20th.

MEM-423-23 Fall **internships** in Congressman Blaine Luetkemeyer’s office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri’s third district. Interns would be exposed to a wide range of policy areas, including the Congressman’s work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

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

MEM-420-23 Fall **internships** in Congressman Blaine Luetkemeyer’s office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri’s third district. Interns would be exposed to a wide range of policy areas, including the Congressman’s work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

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

MEM-418-23 Position: Rep. David Rouzer (NC-07) is seeking paid, in-person **interns** for his Washington, D.C. office for Summer 2023

Description: As an integral part of the team, interns contribute to the daily operations of the office. Daily tasks will include assisting the legislative and communication departments, constituent correspondence, conducting U.S.

Capitol Tours, and various designated projects. Ideal candidates should possess strong interpersonal communication skills, excellent writing skills, and a strong work ethic. The ability to keep a positive attitude in a fast-paced everchanging work environment is a must.

Interested applicants should send their resume and a writing sample to nc07internship@gmail.com.

Looking for interns to start immediately. Applications will be considered on a rolling basis until positions are filled.

Email to send resume (and other items if requested) to: nc07internship@gmail.com

MEM-414-23 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Fall 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 entail both 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 the ability to work in a fast-paced environment as well as 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 found via <https://delaurow.house.gov/services/internships> along with a cover letter, resume, brief writing sample (1-2 pages), and two reference contacts to Claybrook.Vaughan@mail.house.gov with the subject line "Fall 2023 Internship" by 11:59PM on August 18. Please send completed application form and all application materials in a 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-412-23 The Office of Congressman Bill Johnson (OH-06) is currently seeking **interns** for our DC office for the Fall 2023 semester.

The internship is expected to run from August to December.

Qualified applicants should possess strong communication skills, be interested in public policy, have a strong work ethic, and be ready to work in a rapid environment. This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happenings within Congress. This internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply.

Job duties include (but are not limited to)

- Leading tours of the Capitol Building
- Attending briefings and meetings
- Conducting congressional research for staffers
- Administrative assistance to staff
- Answering and logging phone calls

Ohio ties are preferred but not required. Current college students and recent graduates are welcome to apply.

Interested candidates should apply through our

website <https://billjohnson.house.gov/constituentservices/internships.htm>

MEM-397-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time **Fellows** to work for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative.

Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of "Fellow" in the subject line. Applications missing any of the requirements will not be considered.

MEM-396-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time committee **Interns** for paid internships.

Duties may include, but are not limited to, assisting with administrative tasks, answering phones, processing mail, legislative research, writing memos, and attending briefings and hearings. This is a fast-paced office; multitasking and attention to detail are required.

Interns can receive academic credit. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of “Committee Intern” in the subject line. Applications missing any of the requirements will not be considered.

MEM-393-23 The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office.

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

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

MEM-389-23 The Democratic Staff of the U.S. House Select Committee on Strategic Competition between the United States and the Chinese Communist Party seeks qualified undergraduate students and recent graduates for paid **internships** for the Summer and Fall 2023 sessions. This position is hybrid (in-office and remote).

Responsibilities include, but are not limited to, assisting Committee staff in preparing for congressional hearings, conducting legislative research, providing support to investigations, drafting memoranda, and performing other policy and administrative tasks as necessary. Interns play a key role in the office and will work closely with Committee counsel and staff.

Our ideal candidates are organized, committed, and eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Ideal candidates possess strong organizational, communication, research and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. A background and/or interest in subject areas related to the People's Republic of China is strongly preferred.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to SCCDems.resumes@mail.house.gov. Please put "[Summer/Fall] 2023 Intern Application" in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes. For the Summer session, the Committee is seeking to hire interns as soon as possible.

MEM-388-23 The office of Congresswoman Susie Lee is seeking fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned.

Successful 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. Interns will be eligible for a monthly stipend.

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

MEM-385-23 Congressman Cliff Bentz (OR-02) is seeking Fall **interns** for his Washington D.C. Office.

Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in, and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person.

All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships>.

MEM-380-23 Committee on House Administration – Majority Staff
Title: Legal **Intern**
Reports to: General Counsel/Deputy Staff Director

Job Summary: This temporary position performs a key role in assisting committee staff with the development and execution of the Committee on House Administration's strategy with respect to elections, legislative oversight, and Capitol security issues, as well as ensuring that the committee's activities are operated in conformance with applicable statutes, House Rules, and Committee Rules. Goals of this position include development of the incumbent's legal research, writing, and advice skills, exposure to the Committee's areas of jurisdiction, and increased knowledge of the Legislative Branch.

Major Duties:

- Legal research as directed by General Counsel or other members of the legal team.
- Writing tasks to include plain-English advice and memoranda.
- Committee hearing/meeting monitoring and preparation assistance.
- As the Congressional calendar warrants, assistance to General Counsel with respect to the debate of legislation either in Committee or on the Floor of the House.
- Other duties as assigned.

Requirements:

- Ability to work full-time and in-person at our Washington, D.C. office.
- Enrolled at an accredited U.S. law school (or a recent graduate).
- Authorization to work in the United States.
- Demonstrated interest in developing legal research and writing skills and open to mentoring and constructive, productive feedback.
- Ability to initiate and maintain positive working relationships with colleagues.
- Ability to complete assigned tasks and prioritize those tasks in an efficient manner in a high-pressure environment that may require tight deadlines.
- Dedicated focus on strong communication.
- Ability to act with integrity and in a fair and equitable fashion toward all Members, staff, and stakeholders.
- Anticipates and adjusts for problems.
- Creative and has a willingness to learn and grow.

Benefits:

- Paid stipend.
 - Transit benefits.
 - Class credit (if available through the law school).
- * This is a congressional position. Applicants' partisan affiliation may be considered.

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties, and skills required. The duties may be changed and other duties may be assigned.

To apply, please send a resume and writing sample to Hannah.Fraher@mail.house.gov.

MEM-372-23 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Applicants must be available to begin in early September. 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. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

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

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable) to KrishnamoorthiPressInternship@gmail.com

MEM-364-23 Office of Congresswoman Lori Trahan (MA-03)
Washington, D.C. Office

In D.C., our **internship** program runs throughout the fall, spring, and summer terms. Hours can be flexible to accommodate students' course schedules but generally run 9:00 AM to 5:00 PM with options for full-time and part-time employment.

General Internship

In D.C., intern responsibilities include answering phones, researching legislation, attending 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 D.C., press interns assist the driven press team by 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 operations in the office. Candidates should have a foundation of technical knowledge on social media platforms. Communications, journalism, or public relations studies are a plus. Submission of a sample graphic is recommended but not required.

District Office

In the district, located in Lowell, our internship program runs throughout the fall, spring, and summer sessions. Internship hours can be flexible to accommodate students' course schedules but generally run 9:00 AM to 5:00 PM with the options for full-time and part-time employment.

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

To Apply

Candidates for the fall internship program should be extremely motivated, flexible, and detail-oriented, with the availability to begin in late August. 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 workflow, and an interest in public service are encouraged to apply.

You may only apply to one office each session. Previous applicants are encouraged to re-apply, as past applications are not kept on file. The application

deadline for the Fall term is August 15th, 2023. Applications are considered on a rolling basis.

To apply, please complete the following form via <https://trahan.house.gov/forms/internships/>. Additionally, please email your cover letter and resume as PDF documents to: L.T.Internship@mail.house.gov. In the subject line, please include which internship you are applying for, such as “Fall District Office Internship Application.”

Our 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.