



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of October 3, 2022**

**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](mailto: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](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 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-478-22** The Washington, D.C. office of Rep. Roger Williams is seeking applicants for a Fall **Internship**.

The internship will run from October - December. Ideal candidates will be detail oriented, thrive in fast paced environments, and available to start work immediately.

Please email resumes to [mk.fedorchak@mail.house.gov](mailto:mk.fedorchak@mail.house.gov) and include "TX-25 Fall Internship" in the subject line.

**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](mailto: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.

**MEM-475-22** The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently accepting applications for full-time, paid **interns** for the Spring internship session.

Interns are involved in all aspects of the office including constituent services, daily administrative operations, and legislative research. 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 "Spring 2023 Internship." Please send all attachments as PDFs. The start date would be as early as January 9 (with a flexible start and end date depending on availability).

**MEM-474-22** Office: Ken Buck

Position: **Intern**

Description: The Office of Congressman Ken Buck (CO-04) is seeking Fall 2022 and Spring 2023 interns for the D.C. office

Requirements: Qualified applicants should possess strong communication and writing skills, as well as a willingness to work in a fast-paced office.

Responsibilities include answering phones, giving tours of the Capitol, attending briefings, hearings, and policy meetings, conducting research, drafting constituent correspondence, and performing additional tasks to assist the Congressman's staff.

Please email your resume and cover letter to: [matt.thompson@mail.house.gov](mailto:matt.thompson@mail.house.gov)

**MEM-473-22** Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Spring 2023 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to [Internships.AL02@mail.house.gov](mailto:Internships.AL02@mail.house.gov) with the subject line "Spring Intern Application 2023 (Office Location)." Please specify in the email and subject line which office you are applying for.

**MEM-468-22** Republican Congressman Andrew Clyde (GA-09) seeks students or recent graduates for a full-time **internship** in his Washington D.C. office.

Internships are offered year-round for students and recent graduates. Internships are in-person. Hours are flexible to accommodate students' course schedules, but generally run 9:00 a.m. to 5:00 p.m. Credit hours may be offered to college students.

Intern responsibilities will include answering phones, researching legislation, attending hearings and briefings, writing constituent correspondence, giving US Capitol tours, performing administrative duties, and completing other various tasks and projects as assigned.

Interns will have access to Congressional Staff Academy and Congressional Research Service classes and seminars. Interns will also be given opportunities to

attend various receptions and networking events while gaining invaluable congressional experience.

All majors and academic backgrounds are invited to apply. The ideal candidate will possess:

- excellent oral and written communication skills
- research skills
- friendly and professional demeanor
- team player mentality
- ability to take initiative
- demonstrated eagerness to learn about the legislative process and gain congressional experience

This internship is an excellent opportunity for those interested in working politics, policy, or public service.

To Apply: Please email a resume and cover letter to [peter.wright@mail.house.gov](mailto:peter.wright@mail.house.gov) with subject line "Fall 2022 Internship Application"

**MEM-463-22** The office of Rep. Rodney Davis is seeking fall 2022 **interns** for the DC office.

Motivated individuals should be eager to work and ready to help with various projects around the office. Interns will have the opportunity to learn about congress and our government throughout their time here.

To learn more and apply, follow the link to the site: <https://rodneydavis.house.gov/internship-application>.

Or, email [kevin.cheng@mail.house.gov](mailto:kevin.cheng@mail.house.gov) your resume and cover letter.

**MEM-460-22** The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships** for the spring of 2023.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Spring 2023 Legal Internship” in the subject line. Please specify in your cover letter whether you can work full time and when you can start. Please use the following formats to name your resume and cover letter: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-459-22** U.S. Representative David N. Cicilline (D-RI) is seeking a remote LEGAL INTERN for fall 2022 to work with his legislative team.

Interns will work closely with the office’s Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, reviewing and analyzing legislation, attending briefings, and providing other assistance as needed. Opportunities to come into the office for specific events may be available. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women’s issues/reproductive rights.

This internship is open to rising 2L and 3L law students (2L or 3L students in the 2022-2023 academic year) in good academic standing. This internship must be done for academic credit. The time commitment is ~15 hours per week. Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to [RI01LegalInterns@gmail.com](mailto:RI01LegalInterns@gmail.com). Please send all application documents in a single PDF file and include “Legal Intern Application” in the subject line.