



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**INTERSHIP VACANCY LISTING**

**Week of July 25, 2022**

**MEM-394-22** Congressman Bill Huizenga (MI-02) is now accepting applications for his Fall 2022 **Internship** Program in his D.C. office from September to December (start and end dates flexible).

Successful applicants will have a positive and friendly attitude, a willingness to learn new skills, an interest in politics and legislation, excellent written and verbal communication skills, and proficiency with Microsoft Office Programs.

Michigan ties are preferred but not required.

**Duties:**

- Sitting at the front desk: answering phones, sorting mail, data entry, greeting visitors/meetings
- Researching legislation, database creation and work, assisting with press clips, various errands around Capitol Hill/DC, keeping supplies stocked, attend hearings
- Assisting scheduler with filing, calling, etc.
- Conducting tours/guiding constituents through the U.S. Capitol Building

Congressional Internships are often fast-paced, high-stress, professional, and involve quick thinking. Congressional Interns are an integral part of the staff. Successful completion of related duties allows other staff to assist with policy-related matters and to aid Congressman Huizenga.

Hours will vary on number of applicants but generally Monday-Friday 8am-5pm.

The office may accommodate interns who are available only part time. Start and end dates have some flexibility. This is a paid position.

How to apply:

- Fill out the internship application on the website, which can be found under the Services tab.
- Submit an intern application, cover letter, resume, and writing sample to the DC contact, [lexi.willison@mail.house.gov](mailto:lexi.willison@mail.house.gov).

**MEM-392-22** Congresswoman Jackie Speier's office seeks proactive, flexible, and detail-oriented **interns** who can join Team Speier-ited in her Washington, D.C. office asap for late Summer/Fall!

\*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.

\*Intern responsibilities include handling 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 or lunches!

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

\*Start and end dates are flexible, but this paid internship would ideally run from mid-August to December.

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

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-390-22** Fall 2022 **Internship** Posting

The Office of Rep. Lori Trahan is currently accepting applications for our Fall 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.

Fall 2022 Application deadline: August 15, 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: Alex Eliassen  
([Alexander.Eliassen@mail.house.gov](mailto:Alexander.Eliassen@mail.house.gov))

D.C. Office-Press Internship: Katie Petersen ([Katie.Petersen@mail.house.gov](mailto:Katie.Petersen@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-389-22** The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the Fall 2022 Term (August to December).

The Digital/Press Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics.

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software.

Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director and the Digital Press Assistant.

#### RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Staff Assistant/Legislative

Correspondent with administrative tasks (e.g. sorting mail, answering phone calls, conducting Capitol tours, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

#### PREFERRED EXPERIENCE

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

#### TO APPLY

The internship will run from mid-to-late August to December. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to [Tommy.Vo@mail.house.gov](mailto:Tommy.Vo@mail.house.gov) with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Deadline to apply is Monday, August 1, 2022.

**MEM-387-22** Congressman Gerald E. Connolly of Virginia’s 11th Congressional District, a senior member of the House Foreign Affairs Committee and House Committee on Oversight and Government Reform, is seeking out new **interns** for the Fall 2022 Semester.

#### Essential Duties and Responsibilities:

- Constituent Services: Directly communicating with constituents, assisting the management of incoming constituent correspondence, and drafting correspondence in response to constituent concerns
- Legislative Research: Conducting research on a wide variety of policy issues, drafting memos, and attending briefings and committee hearings
- Administrative Assistance: Assembling hearing materials, managing the front office, and escorting and meeting with guests throughout the Capitol complex
- Other duties as assigned

Hours and Compensation:

Hours are flexible and based on candidate's schedule. This is a paid internship. All interns will receive a \$2500 stipend over the course of their work.

Application Process:

Selection is based on an applicant's general office and computer experience, interview, and a short writing sample. Please submit a cover letter, resume and a brief writing sample to the office of your choice.

To Apply:

Please submit the following in the form of a single pdf:

1. Resume
2. A short writing sample (2-page maximum)
3. A 1-page cover letter that answers the following questions
  1. What do you feel is the most important issue currently facing Virginia's 11th Congressional District?
  2. Why are you driven to public service and what impact do you want to make on your community?
  3. Why do you wish to work for Congressman Connolly specifically?

Interns are accepted throughout the year on a part-time basis. Priority is given to applicants with ties to the 11th District. Selection is based on an applicant's interview, short writing sample, and relevant experience.

Deadline: August 1

Please email your information to:

Washington, D.C. Office:

[va11.internship@mail.house.gov](mailto:va11.internship@mail.house.gov)

Phone: (202) 225-1492

**MEM-386-22** The Democratic staff for the House Small Business Committee is currently accepting applications for Fall 2022 **interns**.

The hours are flexible to accommodate interns' schedules, but generally run from 9am to 5pm. Due to heightened COVID-19 precautions, the SBC is operating on a hybrid work schedule with vote days being in-person and non-vote days being virtual.

As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: Archiving incoming official Letters and Reports; Assisting with Full Committee/Subcommittee Hearings and Markups; Producing one-page memos for relevant SBC issues; Drafting hearing summaries; Editing various SBC documents, materials, trackers; Additional administrative or policy tasks assigned by staff.

All interested applicants please send your resume and cover letter to [tracy.ennesser@mail.house.gov](mailto:tracy.ennesser@mail.house.gov).

**MEM-385-22** Capitol Hill **internships** provide valuable opportunities for college students and new graduates to experience our nation's legislative process firsthand. Many current Hill staffers, from Chiefs of Staff to legislative assistants, started off as personal office and committee interns.

Representative Carol Miller (WV-03) offers the opportunity for college students and recent graduates to participate in internships in her Washington, D.C. office. Successful candidates must have excellent organizational, personal, writing and communication skills. West Virginia ties are a plus but are not required. Special consideration will be given to applicants from West Virginia's Third District or students attending institutions of higher education in West Virginia.

Internships can be a great opportunity to learn the legislative process, experience life in Washington, D.C., and see how your government works. Responsibilities include answering phones, providing constituents tours of the U.S. Capitol, legislative research, assisting the communications team, and aiding staff for special projects as needed.

Interns will have the opportunity to attend committee hearings, briefings, and staff meetings. This rewarding experience offers students and recent graduates the opportunity to learn about and contribute to the day-to-day operations of a Congressional office. Furthermore, full-time interns may have the opportunity to receive a monthly stipend.

To apply, please see our website <https://miller.house.gov/services/internships>, or email your resume and a cover letter explaining your interest in Congresswoman Miller's office to our Intern Coordinator, Taylor Rathe at [Taylor.Rathe@mail.house.gov](mailto:Taylor.Rathe@mail.house.gov).

Internships are offered for the following semesters on a rolling application basis until spaces are filled.

Fall: Mid-August or September - December  
Spring: January – May  
Summer: May - September

**MEM-384-22** General **Internship**

The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time candidates for an internship from approximately mid-September through December 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 “Fall Intern” in the subject line by August 3, 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. Only individuals selected for an interview will be contacted.

**MEM-383-22** The Office of Congressman Mark Pocan (D-WI) is seeking full-time in-person **interns** in the Washington D.C. office for the Fall term.

The interns will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience.

Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to [Clifton.Snorten@mail.house.gov](mailto:Clifton.Snorten@mail.house.gov) with “Pocan Internship – Fall 2022” in the subject line by August 8, 2022. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>.

**MEM-382-22** 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 fall of 2022.

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 “Fall 2022 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-381-22** The office of Rep. Brad Schneider (IL-10) is currently accepting applications for full and part-time paid **interns** for the Fall internship term in the DC office.

Interns in the DC office may be asked to answer phones, run errands, 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 many other functions of a congressional office.

This office is strongly committed to nurturing a diverse and inclusive workspace for all and does not discriminate based on race, sex, color, age, religion, disability, national origin, sexual orientation, gender identity, or uniformed status. Persons of all backgrounds and identities are strongly encouraged to apply.

The Fall internship term begins on September 12 and ends on December 16. Interns are paid a monthly stipend of \$600.

To apply, please fill out the online application on <https://schneider.house.gov/services/internships> and be sure to attach your cover letter and resume.

The deadline to apply for the Fall 2022 term is August 12. Applications for future terms are considered on a rolling basis.

**MEM-378-22** The Office of Congressman Sean Patrick Maloney (NY-18) is seeking qualified part- and full-time **interns** for fall 2022 in the Washington, DC office.

Ideal candidates will be highly motivated and detail-orientated, with strong verbal and written communication skills. Prior office experience and ties to New York state or New York's 18th congressional district are preferred, but not required.

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

Washington, DC interns are typically college freshman or above, including recent graduates and young professionals. Internships in the DC office may be eligible for college credit. Precise dates and hours are flexible to accommodate interns' schedules, but internships typically run from 9:00 a.m. to 6:00 p.m. when Congress is in session and from 9:00 a.m. to 5:00 p.m. when not in session.

In the Washington, DC office, intern tasks may include, but are not limited to, fielding phone calls, greeting office visitors, leading Capitol tours, logging constituent correspondence, drafting letters, working on research projects, and attending congressional briefings and hearings. Interns will meet and interact with constituents, stakeholders, and elected officials.

Interns will also work closely with staff and assist in various administrative, legislative, and communications projects at the request of staff members or the Congressman.

To apply for an internship in the DC office, please send the following items in PDF format to [NY18DCInternships@mail.house.gov](mailto:NY18DCInternships@mail.house.gov) with "NY-18 DC Internship" in the subject line by August 1, 2022.

- Resume
- Cover letter
- Writing sample (at most 2 pages)
- References (at least 2)

**MEM-377-22** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Fall 2022 session.

The internship would begin on August 8 and last until early December. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend.

The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship. The deadline to apply for the Fall Session is Monday, August 1, 2022.

Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>

**MEM-376-22** Rep. Lisa McClain (MI-10) is seeking Fall **interns** for the D.C. office.

The Office of Congresswoman Lisa McClain is seeking qualified candidates for a paid internship in our Washington, D.C. office for the fall. Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about the legislative branch.

Responsibilities include leading tours, answering phones and constituent letters, researching legislation, attending hearings and briefings and other duties as assigned. Ties to Michigan are preferred.

Interested applicants should email a resume and cover letter to: [bennett.danforth@mail.house.gov](mailto:bennett.danforth@mail.house.gov)

**MEM-375-22** District Office - Fall **Internship**

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, hybrid in-person/remote Fall internship (September-December).

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, a 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 “WA10 District Office Intern” in the subject line.

The deadline for applications is Friday, August 5, 2022. Applicants are encouraged to submit their application early.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor.

BIPOC applicants are encouraged to apply. Please no unsolicited phone calls or drop ins.

**MEM-374-22 Press Internship** (full-time, in-person)

The House Democratic Caucus seeks highly motivated Press interns to work full-time, in-person in a fast-paced leadership office.

Responsibilities include compiling daily press clips, drafting preparation materials for media hits and assisting with press-related events. The interns will report directly to the Press Assistant. The term of this paid internship will be from August to December 2022.

Applicants must be able to work in Washington, D.C. Ideal applicants will be able to write, edit and proofread under tight deadlines, handle multiple assignments simultaneously and stay on top of the news.

To apply, please send one PDF file including your resume, cover letter, one writing sample and three professional references to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with the subject line: “INSERT YOUR NAME Press Fall 2022 Internship Application.”

Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply.

The deadline to submit application is Friday, July 29, 2022 at 5:00 p.m. ET. Absolutely no phone calls or drop-ins please.

**MEM-373-22** 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 Fall 2022. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in late August.

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, cover letter, and short writing sample to [wildinterns@gmail.com](mailto:wildinterns@gmail.com). Also include policy areas of interest, desired start date, and availability. Applications will be considered on a rolling basis; deadline to apply is August 5th.

**MEM-371-22** The office of Congresswoman Rosa L. DeLauro (CT-03) is currently accepting applications for full and part-time paid **interns** for the Fall internship session 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 Fall applications is August 1st. 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-370-22** The Office of Congresswoman Mikie Sherrill is currently accepting Fall 2022 **internship** applications for both her Washington, D.C. and Parsippany, N.J. offices.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service. Women, minorities and LGBTQ+ persons are encouraged to apply. No calls or drop-ins. To apply please fill out the questionnaire for either the DC or District office: <https://sherrill.house.gov/services/internships>

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to [NJ11internships@mail.house.gov](mailto:NJ11internships@mail.house.gov), with the subject line: Office of Application (DC or District), First Name Last Name.

**MEM-369-22** District Office **Intern MD06**

Congressman David Trone (MD06) is seeking high-energy, highly-organized, and detail-oriented Interns for his offices in Cumberland, Hagerstown, Gaithersburg and Frederick, MD.

The District Office Internship position is focused around building and cultivating a passion for politics. Interns will be able to get hands-on experience handling constituent cases, writing grants, attending events, and directly interfacing with stakeholders in our district. This internship is for those who love to see the implementation of policy as well as its creation, as well as those who feel satisfaction in assisting others.

Primary Responsibilities:

- Answer and process all incoming calls and voicemails.

- Manage incoming caseworks requests and paperwork, and correspond with constituents to assist in solving their concerns.
- Engage with the day-to-day operations of a Congressional office, and get hands-on experience with both local and Federal politics.
- Assist in the management of an assigned staff member's casework portfolio, reach out to federal agencies and constituents on behalf of our caseworkers.
- Attend constituent events and staff the Congressman's events to best facilitate outreach to our communities.
- Research policy and district statistics for internal or external reports and memos.
- Other duties as assigned.

Qualifications:

- Education: Senior in High School or College Student
- Skills and Experience: Passion for the political process and a willingness to learn more about the working of a Congressional Office. Passionate about helping others and a dedication to public service.

To Apply:

- Visit [trone.house.gov](https://trone.house.gov), search "internships," and apply using our online portal.

**MEM-368-22 DC Office Intern MD06**

Congressman David Trone (MD06) is seeking high-energy, highly-organized, and detail-oriented Interns for his Washington, D.C. office.

The DC Office Internship position is focused around building and cultivating a passion for the minutiae of politics. Interns will be able to get hands-on experience handling constituent cases, writing grants, attending events, and directly interfacing with stakeholders in our district. This internship is for those who love to see the implementation of policy as well as its creation, as well as those who feel satisfaction in assisting others.

Primary Responsibilities:

- Answer and process all incoming calls and voicemails.
- Manage incoming legislative requests and correspondences from government officials.
- Engage with the day-to-day operations of a Congressional office, and get hands-on experience with both local and Federal politics.
- Learn the ins and outs of the various positions available on the Hill, from Comms work to Legislative research.
- Work with our various teams on projects ranging from appropriations tracking and bill writing, to social media drafting and press analysis.
- Work with an assigned staff buddy on more focused projects tailored to your interests and passions.
- Other duties as assigned by the internship coordinator.

Qualifications:

- Education: High School Diploma or equivalent

- Skills and Experience: Clear interest in constituent service and outreach. Passion for political science and Federal politics. Proficiency and interest in policy or communications. Demonstrated engagement in the 6th District.

To Apply:

- Visit [trone.house.gov](https://trone.house.gov), search “internships,” and apply using our online portal.

**MEM-367-22** TITLE: Legislative, Press/Digital **Interns**, House Committee on Veterans’ Affairs (Majority)

SUMMARY: The Democratic Staff of the House Committee on Veterans’ Affairs seeks legislative and press/digital interns. Responsibilities include, but are not limited to, conducting legislative research, managing and responding to constituent correspondence, assisting with Committee events, attending briefings and hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern’s interests.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This internship is available as a full-time or part-time in-person position.

To apply, fill out the online form and submit a resume and cover letter via the following: [House Veterans' Affairs Committee Democrats Internship Application Form](#). Applicants who apply by July 31 will be prioritized.

Applicants will be contacted if they have been selected for an interview. If applicants have additional questions about the internship, contact [Veterans.Internships@Mail.House.Gov](mailto:Veterans.Internships@Mail.House.Gov)

**MEM-362-22** 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 fall.

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](mailto:oversightpress@mail.house.gov).

**MEM-361-22** 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 fall.

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](mailto:oversightpress@mail.house.gov).

**MEM-360-22** The Rochester, NY Office of the Representative Joseph Morelle is currently accepting applications for a Fall 2022 **internship**.

Interns will be asked to draft correspondence to constituents, attend virtual meetings, and draft memoranda to the Congressman and 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, and dates of availability to [Marissa.Kaiser@mail.house.gov](mailto:Marissa.Kaiser@mail.house.gov) with “NY-25 Rochester Office Fall 2022 Internship” in the subject line. This will be an in-person internship, therefore, candidates must be based in Rochester, NY.

The deadline for this internship is Monday, August 1 at 5:00pm, but students are encouraged to submit their application early.

**MEM-359-22** The Washington D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid **internship** for Fall 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. Western 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 Fall 2022 semester in a PDF format to [Marissa.Kaiser@mail.house.gov](mailto:Marissa.Kaiser@mail.house.gov) with “NY-25 Washington, DC Fall 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, August 1 at 5:00pm, but students are encouraged to submit their application early.

**MEM-357-22** The Office of Congresswoman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its fall congressional **internship** program (beginning in September and ending in December).

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 Fall 2020 Internship.” Please note in the cover letter or body of the email if the internship is for school credit.

Deadline for applications: August 12 at 11:59pm ET. No phone calls, emails, or drop-ins please.

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

**MEM-356-22** Strickland (WA-10) is currently accepting applicants for paid fall **internships** which will run from September to December.

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 Sunday, July 31, 2022, but applicants are encouraged to submit their applications 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-351-22** Fall **Internship** with Rep. Davids

Our office is looking for an intern for the fall semester.

Apply via the following link for our fall internship: <https://davids.house.gov/services/internships/internship-form>

The deadline to submit your application is July 29, 2022.  
Internship - Washington, DC Office

In Washington, DC, interns' responsibilities will vary. They may be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters and phone calls. As a result,

interns learn about the legislative process and the many other functions of a congressional office.

#### Internship - District Office

Our District Offices connect with people in our community every day. Interns based in the Third District will learn about the details involved in constituent services, plan and execute outreach events, and assist staff on various projects.

Interns may help constituents with issues they have relating to federal agencies, assist organizations applying for federal grants, or work to organize events within the district. Interns will spend much of their time responding to constituent concerns over the phone and in person.

**MEM-350-22** 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-349-22** Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Fall 2022.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to [intern.OH06@gmail.com](mailto:intern.OH06@gmail.com).

**MEM-348-22** Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Fall 2022 semester (September 6th- December 9th).

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 a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position as well as availability. A stipend will be given to accepted applicants.

Deadline to apply by is Friday, August 12, 2022, COB. A minimum of 25 hours per week is required. All materials must be submitted to [Amaris.Graham@mail.house.gov](mailto:Amaris.Graham@mail.house.gov)

**MEM-347-22** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office as soon as August 22nd.

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 hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, 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 and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).

**MEM-346-22** The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently accepting applications for full-time, paid **interns** for the Fall 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 "Fall 2022 Internship." Please send all attachments as PDFs. The start date would be as early as August 22th (with a flexible start and end date depending on availability).

**MEM-344-22** TITLE: Paid Communications **Intern**

REPORTS TO: Digital Director

CORE RESPONSIBILITIES:

- to assist with communications, performing research, and other office tasks.

QUALIFICATIONS:

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.
- Experience with graphic design and photography is preferred but is not required.

DUTIES:

- drafts social media content;
- performs research (CRS, the Library of Congress, MIN, or other available resources);
- writes and formats e-newsletters;
- assists in crafting press releases; and
- performs other duties as assigned by the supervisor.

Please submit a cover letter, resume, and two references to [StevensInternshipsDC@mail.house.gov](mailto:StevensInternshipsDC@mail.house.gov) with the subject "MI 11 Communications Intern" to be considered for this position.

The preferred start date is anticipated to be between July 18th through July 25th. The term of this position would be up to 12-weeks.

**MEM-343-22** The Committee on Education and Labor (Minority Staff) is seeking August 2022 **interns**

This is a valuable opportunity to learn more about issues in the committee's jurisdiction and how a committee functions.

Qualified applicants should possess a positive attitude, strong communication skills, and be able to work in a fast-paced office. Responsibilities include attending briefings for the professional staff, assisting the staff at hearings and markups, working in the front office, and providing administrative support to the office.

The internship session will be held for the duration of August. This internship will be paid and can be given academic credit.

Applications will be reviewed on a rolling basis. Interested applicants should email a resume and their availability to [cate.dillon@mail.house.gov](mailto:cate.dillon@mail.house.gov) with the subject line as "August Internship Application."

**MEM-342-22** The Committee on Education and Labor (Minority Staff) is seeking Fall 2022 **interns**

This is a valuable opportunity to learn more about issues in the committee's jurisdiction and how a committee functions.

Qualified applicants should possess a positive attitude, strong communication skills, and be able to work in a fast-paced office. Responsibilities include attending briefings for the professional staff, assisting the staff at hearings and markups, working in the front office, and providing administrative support to the office.

The internship session will be held from early August to mid December. This internship will be paid and can be given academic credit.

Applications will be reviewed on a rolling basis. Interested applicants should email a resume and their availability to [cate.dillon@mail.house.gov](mailto:cate.dillon@mail.house.gov) with the subject line as "Fall 2022 Internship Application."

**MEM-341-22** Congressman Jay Obernolte's Washington, DC office is seeking full-time in-person **interns** for the Fall 2022 term.

The internship would begin in mid August and last until mid December. Specific dates are tentative on the release of the official House calendar. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

The ideal candidate will possess excellent written and communications skills, have a demonstrated interest in public service and government, and be dependable, self-motivated, and detail-oriented.

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.

California ties are preferred but not required. The deadline to apply for the spring session is August 1st.

Interested candidates should send a cover letter and resume to Ryan Keane at [CA08.internships@mail.house.gov](mailto:CA08.internships@mail.house.gov).

**MEM-340-22** Fall **Intern** (Paid) - Congresswoman Kay Granger's (TX-12)

Congresswoman Kay Granger's Washington DC office is seeking paid congressional interns for Fall 2022. The internship is in-person and will run from late August to early December. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line "Fall 2022 Internship" to [Jerome.Vainisi1@mail.house.gov](mailto:Jerome.Vainisi1@mail.house.gov), or by applying through our website via the following link: <https://kaygranger.house.gov/internships>

**MEM-338-22** The office of Representative Kai Kahele (HI-02) is currently accepting applications for Fall **interns** in both his Hilo, Hawai'i and D.C. offices from September to November 2022.

Hawai'i District Office interns will be asked to answer phones, sort mail, research legislation and stakeholder meetings, assist staff with constituent casework and outreach activities and perform administrative work as assigned. As a result, interns will have the opportunity to learn about constituent services and the functions of a congressional district office.



D.C. Office interns will be asked to answer phones, research legislation, attend virtual hearings and briefings and draft memos for the Congressman and legislative staff. As a result, interns will have the opportunity to learn about the legislative process and the many other functions of a congressional D.C. office.

Ideal candidates should possess excellent communication skills, a strong attention to detail and the ability to work in a fast-paced environment. We highly encourage college students and recent graduates to apply. Students in high school are eligible to apply for our Fall term. Hawai'i ties are strongly preferred, but not required.

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Women, people of color, LGBTQIA+, unhoused people, and members of other marginalized communities are encouraged to apply.

Interested candidates should apply on the Congressman's website at <https://kahele.house.gov/services/internships>

**MEM-334-22** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2022. 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 will working for approximately 10-16 weeks (August – November).

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-331-22** Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office in Summer 2022. During the COVID-19 pandemic, interns may work remotely.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students.

#### RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents, COVID-19 permitting
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

#### APPLICATIONS

Please apply through the internship portal at [moulton.house.gov](http://moulton.house.gov), under the 'Services' tab. If you have trouble accessing the application form, please email [grace.curtiss@mail.house.gov](mailto:grace.curtiss@mail.house.gov).

You will need a cover letter and resume to apply, in addition to filling out the online application. If you are selected for an interview, a staff member will contact you. The application deadline is August 3, 2022 at midnight.

**MEM-330-22** Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs **Fellowship** Program.

This is a full-time, paid foreign policy fellowship for Summer 2022. This opportunity is based on financial need and is only open to candidates who are

Pell-grant eligible. The fellowship is in our Washington, D.C. office. Current undergraduate students, recent college graduates, and students currently enrolled in graduate school are eligible.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, People of Color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at [moulton.house.gov](http://moulton.house.gov) under the 'Services' tab and attach a cover letter and resume.

If selected, you will be required to submit a FAFSA form. We are accepting applications for Fall 2022 through August 3, 2022. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Grace Curtiss ([grace.curtiss@mail.house.gov](mailto:grace.curtiss@mail.house.gov)).

**MEM-324-22** Congresswoman Barragán takes pride in offering **internship** opportunities in both her San Pedro, California and Washington, DC offices on a rolling basis.

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 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 all internships 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.

Summer Session: now through September | San Pedro only; Rolling Applications Accepted

Fall Session: September through December | Deadline to apply: July 30th

Interested applicants should email a cover letter, resume, and dates of availability to [CA44.internships@mail.house.gov](mailto: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](mailto: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-323-22** “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Fall 2022 (Internship would run from August – December 2022) in her Washington DC office.

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member's office. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with “Washington D.C. Intern Fall 2022” in the subject line, their resume, cover letter, two references, and social media handles to [FL03.Internships@mail.house.gov](mailto:FL03.Internships@mail.house.gov) (No drop-ins or phone calls).

The Deadline to apply is July 31st, 2022”

**MEM-320-22** Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** in his Washington D.C. office for the Fall 2022 semester. 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 4th 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 are preferred, but not required.

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

**MEM-317-22** “The Washington D.C. Office of Congressman Andrew Clyde (GA-09) is currently accepting applications for full and part-time **interns** for the Fall 2022 internship cohort.

Although all internships in the DC office are unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 8:30 a.m. to 5:30 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

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, write constituent letters on various issues before the House, greet visitors and constituents to the office, and give guests tours of the US Capitol. As a result, interns will leave with a firm grasp of the legislative process, the inner workings of Congress, and strong research and writing skills.

To Apply: Please fill out the internship application form on our website at <https://clyde.house.gov/forms/internships/> AND email a resume and cover letter to [chase.starr@mail.house.gov](mailto:chase.starr@mail.house.gov) with subject line "Fall 2022 Internship Application”

**MEM-315-22** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Fall 2022.

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

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

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. Applicants should be willing to be in the office full time.

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Fall 2022 GovOps” to [GovOpsSubcommittee@gmail.com](mailto:GovOpsSubcommittee@gmail.com) with “Fall 2022 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

**MEM-313-22** Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Fall 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 July 27, 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-307-22** The Washington, D.C. Office of Representative Grace Napolitano (CA-32) is seeking paid full-time and part-time **interns** for the Fall 2022 semester.

Responsibilities will include but are not limited to: answering and logging constituent calls, drafting constituent correspondence on various issues, attending legislative briefings and hearings for staff, sorting and distributing mail, and completing other administrative work as needed.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to work well in a team environment and manage multiple tasks. A positive attitude and interest in public policy and politics are required. California ties are preferred but not required, and academic credit is available for qualifying applicants.

To apply, please submit your resume and cover letter to [Adriana.Rivera@mail.house.gov](mailto:Adriana.Rivera@mail.house.gov) with "Fall 2022 Internship" in the subject line. Applications will be accepted on a rolling basis until the last week of August.



**MEM-302-22** **PRESS INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a Fall 2022 press intern in our Washington, D.C. office. This internship will run from late August through mid-December.

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-301-22** **LEGISLATIVE INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Fall 2022 legislative interns in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late August through mid-December.

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 via the following form our website: <https://houlahan.house.gov/services/internships.htm>

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-299-22** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the Fall internship session.

The start date would be as early as August 15th (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](mailto: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-285-22** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2022 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative

briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.