



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of December 12, 2022**

**MEM-594-22** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the Spring internship session. The start date would be as early as January 17th (with a flexible start and end date depending on availability). Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to [JeffVanDrewNJ@gmail.com](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-593-22** Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2023.

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 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. A monthly stipend is available.

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

**MEM-592-22** Spring Press **Intern** - Office of Congresswoman Susie Lee (NV-03)

The office of Congresswoman Susie Lee (NV-03) is currently seeking a spring Press Intern to work in the Washington, D.C. office. The press intern will work closely with the communications team in a fast-paced, battleground Congressional office. Interns will gain valuable Capitol Hill experience and a deep understanding of the operations of a House communications/digital team.

Responsibilities will include compiling daily clips, drafting press releases and other written materials, maintaining press lists, assisting with updates to the Member's official social media channels, and collaborating on graphic/creative content. Press interns may also assist with answering phones, drafting letters, and helping other staff as needed.

Candidates of diverse backgrounds are encouraged to apply. The 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.

Interested applicants should send a resume, cover letter, one writing sample, and any additional social media/graphic examples that they wish to include to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Full Name - Spring Press Intern" in the subject line. Applications will be reviewed on a rolling basis.

**MEM-589-22** Winter **internships** in Rep. Angie Craig's office will be held in-person in both the Washington, DC, and Burnsville offices.

All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns' policy

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

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

**Application Instructions:**

- To apply for an internship in the Washington, DC or Burnsville office, please email a combined PDF of your resume and one-page cover letter to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov). Please format your email subject line as "FirstName.LastName – Rep. Craig Internship."
- Please include which office you are applying for (Burnsville or Washington, DC) and your weekly availability between the hours of 8:00am and 6:00pm. We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply.

Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Winter/Spring 2023 internships, applications must be submitted no later than 11:59pm CT on Sunday, January 1, 2023. Late submissions will not be considered nor accepted. If you have any questions regarding the internship program or the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov).

**MEM-588-22** The office of Congresswoman Susie Lee is seeking spring **interns** for the Washington, D.C. office.

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

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Spring Intern" in the subject line. No phone calls or walk-ins please.

**MEM-584-22** Congressman Scott DesJarlais (TN-04)—paid; full-time **internship**

The DC office of Congressman DesJarlais is looking for spring interns— from mid-January through the end of May.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, 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 the many other functions of a congressional office.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday. Interested candidates should e-mail an updated resume and cover letter to [MeKenna.Carman@mail.house.gov](mailto:MeKenna.Carman@mail.house.gov)

**MEM-580-22** The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

College students and recent graduates are encouraged to apply, and academic credit is available to qualifying students.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: Spring 2023 Internship. No phone calls or drop-ins, please.

**MEM-579-22** The Office of Congresswoman Barbara Lee (CA-13) is seeking to hire motivated, detail-oriented, current college undergrad students or graduate students to gain constituent-oriented **internship** experience in her Oakland District Office.

District Intern responsibilities include answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will learn about the important functions of our impactful District office.

The term of this internship will be from January 2023---May 2023. The internship is paid part-time internship, interns must work at least 10-15 hours a week, 2-3 days a week Monday-Fridays, hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, writing sample, and at least one reference to [lee.resumes@mail.house.gov](mailto:lee.resumes@mail.house.gov).

**MEM-578-22** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as

well as recent graduates, with an interest in government and public policy for a Spring 2023 **internship**.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries, and providing support to all Committee staff. A background in science is a plus.

To apply, please send your resume and cover letter to [house.science.committee@mail.house.gov](mailto:house.science.committee@mail.house.gov).

**MEM-577-22** The Democratic Staff of the House Committee on Natural Resources is currently seeking full-time **interns** for Spring 2023 (January-May).

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend of \$3,200 plus transit benefits.

Our office currently operates on a hybrid basis (M & F remote, and Tu, W & Th in-person). Depending on guidance from the CDC and Office of the Attending Physician, internship format may be modified to remote work at any time.

To apply, address your application materials to Qay-Liwh Ammon at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line "Spring Internship Application – First Name Last Name" by COB December 14, 2022. Applications will be considered on a rolling basis.

Please include a (1) cover letter, (2) resume, (3) short writing sample, and (4) availability.

Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. This posting will be removed from the Committee's website when the position has been filled.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-576-22** U.S. Representative David N. Cicilline is seeking legal **interns** for spring 2023 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, and providing other assistance as needed.

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 2L and 3L law students (2L or 3L students in the 2022-2023 academic year) in good academic standing.

This internship will be hybrid (a combination of in-person and remote work) and is unpaid but should be done for academic credit. 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

**MEM-568-22** The Office of Congresswoman Abigail Spanberger (VA-07) is seeking a press **fellow** to assist with an aggressive and engaged communications operation for Spring 2022 — to begin in January 2022. This position is based in Rep. Spanberger's Washington, D.C. office.

The fellowship is a paid position working directly under Rep. Spanberger's communications team. Qualified candidates will demonstrate a strong work ethic, pay close attention to detail, and have solid writing and editing skills. Applicants must have the ability to work cooperatively and think creatively in a fast-paced environment. The fellow will be expected to work a minimum of 20 hours per week. Virginia ties are a plus.

Fellowship responsibilities include:

- \* Developing social media content
- \* Compiling press clips
- \* Assisting with constituent correspondence
- \* Drafting advisories and other written materials
- \* Creating graphics
- \* Clipping videos, including floor speeches and media interviews
- \* Other duties to support the communications team as needed

Rep. Spanberger's office is an equal opportunity employer. Her office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested applicants should email a cover letter and resume with dates of availability to [spanbergerpressva07@gmail.com](mailto:spanbergerpressva07@gmail.com) with "Spring 2022 Press Fellowship" in the subject line. We also recommend — but do not require — applicants submit 1-2 sample writing samples or sample graphics.

**MEM-561-22** The Office of Congresswoman Kim Schrier (WA-08) is seeking spring **interns** in its Issaquah and Washington, DC offices for Spring 2023.

Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington's 8th Congressional District. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. also have the opportunity to lead tours of the U.S. Capitol, as well as attend briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

#### Qualifications

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. Washington state ties are a plus, but not required. Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during business hours. 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. Stipends or academic credit are available.

Please apply by December 15th, 2022 at 11:59 p.m. ET. Please be prepared to submit a cover letter, resume, three references and office preference at <https://schrier.house.gov/services/internships>. If you have submission issues, please email relevant application materials to [DistrictInternshipsWA08@mail.house.gov](mailto:DistrictInternshipsWA08@mail.house.gov).

**MEM-559-22** The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative **interns** for the Spring 2023 session.

Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings.

In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In the body of the email, please indicate preferred start/end dates for scheduling purposes. Please put "Spring 2023 Legislative Intern Application" in the subject line. The deadline for applications is December 16, 2022. Please no phone calls or drop-ins.

**MEM-552-22** The Office of Congressman Scott Fitzgerald is seeking candidates for a paid **internship** in our Washington, DC office for the spring.

Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about our country's legislative process. Responsibilities include answering phones and constituent letters, researching legislation, attending hearings and briefings, leading Capitol tours, and providing administrative support to the office. Wisconsin ties are preferred-but not required.



Please submit all applications to the Congressman's official website at the following link - <https://fitzgerald.house.gov/services/internships>. The deadline for applications is Monday, January 9, 2023.

**MEM-538-22** The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team. Applicants must be available to begin at beginning of January.

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

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

Intern responsibilities include:

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

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

**MEM-537-22** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 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.

**MEM-524-22** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. The internship would begin on January 19 and last until early May. 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 Spring Session is Friday, December 16, 2022.

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

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

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

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to [marshall.stallings@mail.house.gov](mailto:marshall.stallings@mail.house.gov) and [lauren.mazurek@mail.house.gov](mailto:lauren.mazurek@mail.house.gov).

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

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