



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of April 5, 2021

MEM-107-21 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for Summer 2021. This position is remote. If the public health situation changes significantly, the position could transition to in-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 and ties to Tennessee's 9th District. Interns will work for 10-16 weeks (August-December). 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-098-21 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2021.

Interns will assist the legislative and administrative staff, answer phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

MEM-097-21 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Summer 2021 semester.

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

Duties include: compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, attending virtual briefings to take notes for the legislative team, and providing 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. Please indicate which session is preferred – Session A (May 10- June 18) or Session B (June 21- July 30). A stipend will be provided to accepted applicants.

Deadline to apply by is April 12, 2021 COB. All materials must be submitted to Joelle.Lawrence@mail.house.gov.

MEM-095-21 The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Summer 2021.

This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- * Social media content development
- * Compiling press clips
- * Creating newsletters
- * Clipping videos
- * Creating graphics
- * Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to GwenMoorePress.Moore@mail.house.gov with “Summer 2021 Press Internship” in the subject line. We also recommend that applicants submit 1-3 sample graphics. 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-092-21 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this summer.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics 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, OBS Studio, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged.

This position reports to the communications director. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-091-21 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, and able to multi-task 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 and broader communications team. Candidates of all backgrounds are encouraged to apply.

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

MEM-089-21 The Office of Congressman Tom McClintock (CA-04) is seeking highly motivated applicants for a full or part-time in person **internship** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills, the ability to multitask, and a willingness to learn.

Position duties include: attending virtual Congressional hearings and briefings, managing tour and flag requests, answering phones, sorting mail, and assisting staff with legislative and administrative projects.

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: Summer 2021 Internship. No phone calls or drop-ins, please.

MEM-088-21 Marisol del Carmen Rodriguez was a faithful and tireless advocate of civic engagement. Marisol herself was afforded a public service internship that led to a lifelong commitment to the ideals of enriching and empowering all people in her community. Through this fellowship, Marisol will continue her legacy of service, education and a selfless dedication to the betterment of her community.

The Marisol del Carmen Rodriguez Congressional **Fellowship** is a paid fellowship program with Congresswoman Sylvia R. Garcia's Washington, DC office, virtual until further notice. It is a competitive program awarded to outstanding students with a demonstrated interest in public service or public policy and strong ties to the 29th Congressional District of Texas.

The fellow will gain office experience while learning about the legislative process. They will work closely with staff conducting research, drafting letters, and preparing for hearings. Other responsibilities will include screening telephone calls, tracking media coverage, and other duties as necessary.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates are strongly encouraged to apply.

The position is available beginning in April or May 2021. To apply, send a resume and cover letter to ellie.valega@mail.house.gov with the subject "Marisol Rodriguez Congressional Fellowship". In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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.

MEM-082-21 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his team. 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 virtual hearings and meetings, answering constituent phone calls, 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, writing sample and dates of availability to Garamendi.Internships@mail.house.gov

MEM-080-21 The Office Congressman Mondaire Jones (NY-17) is currently accepting energetic and self-motivated applicants for a remote **internship** for the Summer 2021 session. The internship is paid at \$15 per hour.

Preferred candidates should possess excellent communication skills, a strong attention to detail, outstanding customer service skills, and a good sense of humor. Primary responsibilities will include processing digital mail, answering phones, attending briefings, performing legislative research and analysis, drafting memos, intaking casework, and other tasks. District ties are preferred, but not required.

Interested applicants should send a resume, cover letter with days of availability, and a one-page writing sample in a single PDF to NY17Internship@mail.house.gov with "Jones Summer 2021 Internship" in the subject line. Applications will be accepted through April 26, 2021.

Individuals selected for an interview will be contacted. No phone calls, follow ups, or drop ins, please. Candidates from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply.