



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of December 6, 2021**

**MEM-564-21** House Republican office seeks full time interns for spring **internship**. Duties include compiling press clips, answering phones, legislative research, greeting guests, and assisting with audio and video recording equipment. Past Hill experience working on IT projects or within a television, video, or digital media production environment is a plus.

This is a fast-paced office; candidates must have the ability to manage priorities, meet deadlines, and work well within a multi-tasking environment. Current students or recent graduates who can commit to the entire semester are encouraged to apply. This position is paid.

To apply, please email a resume, cover letter, and references to HOUSE PLACEMENT EMAIL or [carl.griffin@mail.house.gov](mailto:carl.griffin@mail.house.gov) indicating job referral number in the subject line.

**MEM-563-21** The House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration and International Economic Policy – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time **intern** for Winter/Spring 2022.

The legislative intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work

environment.

The internship is a remote-hybrid position beginning in January 2022. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French, Haitian Creole, or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and one-page cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line “Winter/Spring 2022 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

**MEM-560-21** Chicago based Democrat Mike Quigley (IL-05) is seeking **interns** for the spring semester in his Washington, DC and district offices.

Candidates should possess an interest in the legislative process, excellent writing and communication skills, and a desire to work in a fast-paced environment. Individuals with Chicago ties are strongly encouraged to apply. Spring internships will run from January to May.

Qualified candidates should send their resume and cover letter to [IL05.Interns@gmail.com](mailto:IL05.Interns@gmail.com). In the body of your email, please specify if you are applying for a DC or district internship and your specific availability (ex. M-F, 9AM-5PM). We will only accept applications until Monday, December 13.

Washington, D.C.

Washington legislative interns will work closely with the Congressman’s legislative team to conduct research, draft letters, and policy memos. Responsibilities also include answering phone calls, drafting constituent correspondence, leading tours of the U.S. Capitol (pending COVID restrictions), and related administrative work. Interns will have the opportunity to attend briefings, hearings, and other legislative events. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Chicago

In our two District offices (Lakeview and Portage Park), interns are exposed to the inner workings of a congressional district office and what it takes to support the over 710,000 constituents we represent. The internship program is primarily based out of the Portage Park office. Responsibilities include acting as the first line of support for constituents both over the phone and in person, assisting with

outreach efforts in the community, drafting letters, and conducting district research. In addition, interns may be assigned to assist with constituent casework and work on District-based projects of importance.

**MEM-558-21** The Office of U.S. Representative Anthony G. Brown (MD-04) is currently seeking applicants for a part time **internship** in our Washington D.C. office during the Spring 2022 session.

Interns will have the opportunity to interact with constituents, give tours of the US Capitol, gain knowledge of the legislative process, engage with the communications team and to see firsthand what it takes for a congressional office to run.

We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must.

Hours are 9:00 AM – 5:00 PM for at least three days a week. Monthly stipends are available to full time and part time interns unless they are sponsored by an outside organization or are planning to receive academic credit for the internship.

#### JOB RESPONSIBILITIES:

Students that are interested in interning our Washington D.C. office will have some of the following duties:

- Answering phone calls
- Data assembly and entry
- Assisting the Legislative Team with projects
- Assisting with the research and writing of constituent correspondence
- Researching issues or agency policies
- Assisting with mailing projects
- Other projects as assigned

If interested, please send a resume, cover letter, short writing sample, and (2) references to [Amiri.Hill2@mail.house.gov](mailto:Amiri.Hill2@mail.house.gov), and indicate spring 2022 internship in the subject.

If you have any questions about the internship opportunity program at The Office of U.S. Representative Anthony G. Brown (MD-04), please contact Amiri Hill at [Amiri.Hill2@mail.house.gov](mailto:Amiri.Hill2@mail.house.gov) or 202.225.8699.

**MEM-557-21** Congressman Jerry Nadler (NY-10) is seeking paid undergraduate student **interns** for the Spring 2022 semester in his Washington, DC office.

Applicants should be interested in learning the daily, detailed operations of a congressional office: responding to constituent problems and concerns, writing letters, drafting policy memos, legislative research, and performing general office tasks. Excellent communication skills are important.

Interns must be able to commit to at least 25 hours per week and should have completed their first year of college.

Please send a resume, cover letter, and 1-2 page writing sample to [NY10.Internship@mail.house.gov](mailto:NY10.Internship@mail.house.gov) by December 10, 2021. In your cover letter, please note your availability on each day of the week, your legislative interests, and why you would like to work for Congressman Nadler.

Congressman Nadler's office strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. Congressman Nadler's office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

**MEM-555-21** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this spring.

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

**MEM-554-21** 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 spring.

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

**MEM-547-21** Congresswoman Eleanor Holmes Norton's office is seeking **interns** for the Spring 2022 term. The internship would begin in January and last until early May. Specific dates are tentative on the release of the official House calendar.

The hours are flexible to accommodate students' course schedules, but generally run from 9am to 6pm when Congress is in session, and 9am to 5pm when not in session.

Intern responsibilities include answering phones, researching legislation for the member and legislative staff, attending hearings and briefings, and drafting constituent correspondence on various issues.

Internships are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Interested applicants should send their resumes and cover letter with the subject line "Spring 2022 Internship" to [ryan.a.washington@mail.house.gov](mailto:ryan.a.washington@mail.house.gov)

Requirements: Please e-mail a resume and cover letter including desired start date and availability.

The deadline to apply for the spring session is Friday, December 10th.

**MEM-541-21** "Congresswoman Yvette D. Clarke's (NY-09) D.C. office is seeking in-person, full or part-time, **interns** for the upcoming Spring 2021 semester. Team Clarke expects the ideal candidate to be driven, team-orientated, and ambitious with interest in diving into the legislative process and the inner workings of Capitol Hill.

This position requires applicants to have the ability to multi-task, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include answering telephones, compiling daily press clips, assisting with constituent services, and providing administrative assistance to staff.

Additionally, interns will work closely with the Legislative Team to prepare legislative research, background for Committee hearings and markups, and drafting memorandums. Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Interested applicants should send their resume, cover letter, and 2 writing samples to the Intern Coordinator, Dan Kalmowitz,

at [Dan.Kalmowitz@mail.house.gov](mailto:Dan.Kalmowitz@mail.house.gov) with the subject line “Clarke Spring Internship Application.” New York ties strongly preferred.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Deadline to apply is December 10, 2021. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

**MEM-540-21** The Washington and District offices of Rep. Stanton seek an enthusiastic and motivated **intern** for the Spring 2022 semester.

Interns have a crucial part in our district and Washington, D.C. offices and are tasked to answer phones, research legislation for the Member and legislative staff, assist in various constituent casework and outreach projects, and answer constituent letters on issues before the House. This is a paid opportunity that can accommodate a full or part time position. Those with Arizona ties are strongly preferred.

Interested candidates should submit a resume, letter of interest and 1-2 page writing sample to:

- [DC\\_Internships.AZ09@mail.house.gov](mailto:DC_Internships.AZ09@mail.house.gov) for D.C. Office internships, and
- [Internships.AZ09@mail.house.gov](mailto:Internships.AZ09@mail.house.gov) for District Office internships.

Applications are due December 8, 2021.

**MEM-535-21** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for spring 2022. This is a hybrid position—hours can be worked in person and remotely. If the public health situation changes significantly, the position could transition to in-office full-time.

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. Full-time availability is preferred. Interns will work for 10-16 weeks (January-April). 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-534-21** The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time law students to work during spring semester 2022 **internship**.

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

Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development and Work Safety. Law interns are unpaid, however, academic credit can be received. Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January.

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

The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation),



national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

**MEM-533-21** The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time press **intern** for paid and unpaid internships during spring semester 2022.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under deadlines and thrives in juggling multiple assignments. Interns can receive academic credit.

Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January.

To apply, please email a cover letter, resume, three references, two writing samples, and application form to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) indicating type of internship in the subject line.

Applications missing any of the requirements will not be considered. The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.

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**MEM-532-21** The Honorable Robert C. “Bobby” Scott, Chairman of the House Education and Labor Committee, seeks full-time committee **interns** for paid and unpaid internships during spring semester 2022.

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

Candidates able to commit to the full spring semester are encouraged to apply. The preferred start date is early to mid-January. To apply, please email a cover letter, resume, three references, two writing samples, and application form to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) indicating type of internship in the subject line.

Applications missing any of the requirements will not be considered. The final deadline for the spring 2022 internship and fellowship program is Friday, December 10, 2021. Applications will be reviewed on a rolling basis.



This office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including gender identity or sexual orientation), national origin, age, disability, gender, uniformed service, genetic information, or any other factor.

**MEM-527-21** The Washington office of Congresswoman Val Demings seeks spring term **interns** for her Washington, D.C. office.

Individual responsibilities will vary, but all interns 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. Internship hours are flexible, 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. This is a paid internship.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

To apply, please send a resume, cover letter with days of availability and a one-page writing sample to [FL10.Internships@mail.house.gov](mailto:FL10.Internships@mail.house.gov). Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

**MEM-524-21** The Office of Rep. Ro Khanna (D-CA) seeks Press/Legislative **interns** for the upcoming 2022 Winter/Spring term.

The office has two types of internships available: an in-person internship and a remote, research-focused internship.

In-person intern responsibilities will include drafting social media posts for the Member’s official social media pages (including Facebook, Twitter, and Instagram), designing graphics, attending hearings and briefings (either in person or virtually from the office), researching legislation for both the Member and legislative staff, drafting constituent letters on the Member’s behalf, interfacing with constituents and visitors, staffing the front office, and potentially conducting tours. To be considered for this position, candidates must show proof of full COVID-19 vaccination, and if hired, agree to follow additional precautionary measures, such as mask-wearing and regular sanitizing.

Remote intern responsibilities will similarly include drafting social media posts, designing graphics, attending virtual hearings and briefings, and drafting constituent letters on the Member’s behalf, but there will be a heavier focus on conducting legislative research for both the Member and legislative staff.

All interns are paid \$15.00 per hour for a minimum of 15 hours/week and maximum of 30 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship. The hours can be flexible to accommodate students' schedules but generally run 9:00 a.m. to 3:00 p.m. Monday through Friday.

To apply to intern in the DC office, please send your resume, a short writing sample (no more than 2-pages), 2 sample tweets on a current event, a sample graphic (optional) and your dates of availability to [Emma.Preston@mail.house.gov](mailto:Emma.Preston@mail.house.gov).

Due to the high volume of applicants, a response is not guaranteed. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

**MEM-519-21** Spring **Intern** (Paid) - Congresswoman Kay Granger's (TX-12)

Congresswoman Kay Granger's Washington DC office is seeking paid congressional interns for Spring 2022. The internship is in-person and will run from early January to late May. 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 "Spring 2022 Internship" to [Will.Salmon@mail.house.gov](mailto:Will.Salmon@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-518-21** Congressman Jay Obernolte's Washington, DC office is seeking **interns** for the Spring 2022 term. The internship would begin in January and last until early May. 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.

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 Friday, December 10th.

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

**MEM-517-21** Fall Congressional **Internship** Opportunity:

Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his team through the end of the year. Option to be extended into Winter 2022 intern class depending on performance.

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](mailto:Garamendi.Internships@mail.house.gov).

**MEM-511-21** Winter Congressional **Internship** Opportunity:

Congressman John Garamendi (D-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](mailto:Garamendi.Internships@mail.house.gov).