

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Internship Openings

Week of April 7, 2025

MEM-111-25

The Office of **Congressman Jim Costa (CA-21)** seeks a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Summer 2025 intern class. **This is a paid internship role at a \$17.50 hourly wage.**

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will be under the supervision of the Communications Director and Internship Coordinator.

### Internship Responsibilities

- Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.
- Edit photos and create engaging graphics in line with the Congressman's brand.
- Clipping, editing, and compiling videos.
- Assist with the creation and maintenance of press lists.
- Compile daily press clips and reports about social media analytics.
- Other office tasks such as answering phones, drafting correspondence, conducting tours, and other duties as required.



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### **Internship Dates and Details:**

Spring internships will start in **early May 2025 and go until the end of August 2025**, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

**Deadline:** Applications must be submitted by 6 p.m. ET on Friday, April 11.

**Apply:** Interested applicants should fill out the internship application via our website: [Internships | Congressman Jim Costa \(house.gov\)](#), specifying in their application their desire to be a press intern for the 2025 Summer Cohort.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

**Contact:** Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at [Grant.menolascino@mail.house.gov](mailto:Grant.menolascino@mail.house.gov).

## **MEM-110-25**

The **House Committee on Oversight and Government Reform Democrats** seek two motivated and reliable students to fill two full-time **Digital Media and Traditional Press Intern** positions this Summer. The 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 is an integral part of the Communications Team and reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. To apply, please send a resume, cover letter, and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

## **MEM-109-25**

### **Summer Intern**

#### **House Committee on Natural Resources – Democratic Staff**

The House Natural Resources Committee Democrats seek full-time **Interns** for Summer 2025 (June 2 – August 1). 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 aid communications.

Primary responsibilities include:

- Assist with administrative duties



- Assist with legislative and policy projects
- Research legislation, regulations, and public law
- Assist with communications and outreach
- Respond to requests for information
- Attend briefings, meetings, and hearings on behalf of staff

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

Understands how HNRC issues intersect with racism, economic and social inequality in the U.S., and has a passion for working to dismantle these systems.

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

*This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.*

**The application deadline is close of business on April 14. Interested candidates should apply by visiting the House Natural Resources Committee Democrats' website at <https://democrats-naturalresources.house.gov/internships>.**

MEM-099-25

### **Summer 2025 Internship**

Congressman Rob Menendez (NJ-08) seeks interns for his Washington, D.C. and Jersey City offices for Summer 2025.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. Applicants should be self-starters with excellent communication, writing and organizational skills.

Key responsibilities of D.C. and district interns include but are not limited to:

- Assisting with front office operations
- Answering phones, recording constituent opinions, and processing other incoming requests
- Drafting memos and conducting legislative research or community outreach



Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from May to August. Preference will be given to those with New Jersey ties and availability of at least 20 hours per week. A stipend will be provided.

To apply, please fill out the application and submit a resume and cover letter through this link: [Internships | Representative Menendez \(house.gov\)](#). Please indicate your availability in your cover letter and format the files [LastName\_CoverLetter] and [LastName\_Resume].

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## MEM-098-25

### **Press/Digital Internship**

Congressman Rob Menendez (NJ-08) seeks a press intern to start immediately in his Washington, D.C. office. The ideal candidate will be reliable, creative, organized, and motivated. Applicants should be self-starters with excellent communication and writing skills.

Key responsibilities include but are not limited to:

- Media monitoring and tracking press coverage related to the Congressman and his work
- Video editing and graphic creation
- Drafting newsletters

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. A stipend will be provided. To apply, please submit a resume, cover letter and a writing and graphic design sample in one PDF to [nj08hiring@gmail.com](mailto:nj08hiring@gmail.com) with the subject line "FULL NAME – Press/Digital Intern"

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## MEM-093-25

### **Legal Fellow – Congressman Darrell Issa**



**Spring and Summer Legal Fellowships** available with the Office of Congressman Darrell Issa (CA-48) in Washington, D.C.

Duties include assisting the Congressman's Judiciary team with legislative research, memo drafting, and preparing materials for upcoming hearings for the Subcommittee on the Courts, Intellectual Property, Artificial Intelligence, and the Internet, as well as his work on the Antitrust Subcommittee and full Judiciary Committee.

We are looking for a current law student that possesses critical thinking skills, political acumen, discretion, timeliness, strong analytical skills, and is able to work in a fast-paced environment. The position will work with schooling needs.

A modest stipend is available.

Class credit for the schools may also be available. We are flexible on start and end dates.

Interested applicants should email their resume to [levi.lall@mail.house.gov](mailto:levi.lall@mail.house.gov) indicating the job title in the subject line.

## MEM-091-25

### Summer 2025 DC Internship

The office of Congresswoman Susie Lee is seeking full-time, **Summer 2025 Interns** for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned. Successful candidates work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred. Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Summer 2025 DC Intern - [Last Name], [First Name]" in the subject line. No phone calls or walk-ins please.

## MEM-050-25

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **Interns** for the upcoming Summer 2025 term.

Responsibilities include answering phones, attending hearings and briefings, drafting and editing constituent correspondence letters, writing memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns are paid via a monthly stipend.



The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status.

All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and two short writing samples to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov). Additionally, applicants should indicate their availability on both an hourly and monthly basis.

**The deadline to apply is 6:00 PM ET on Friday, April 11th, 2025.**

