



U.S. House of Representatives

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INTERSHIP VACANCY LISTING

Week of June 28, 2021

MEM-215-21 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, cover letter, a brief writing sample, and a letter of recommendation to Allie Woodward at internships.co04@mail.house.gov with the subject line "Fall 2021 Internship."

Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible).

The application deadline for this position is July 23, 2021. The anticipated start date for the internship is between August 23 and September 6, 2021, depending on individual circumstances.

MEM-214-21 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Fall 2021 session. The internship would begin on August 16 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 Friday, July 11, 2021.

Interested candidates should address their application materials to Katonya Pettaway at Interns.NC03@gmail.com. Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

MEM-211-21 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships: A Legislative Internship and a Press Internship. Both will be remote for the duration of the term.

Legislative Intern responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, researching legislation for the legislative staff, and providing support for the day-to-day activities of the office.

Press Intern responsibilities include drafting social media posts, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Press Secretary in the day-to-day operations of the office.

Both the Press and Legislative Internships are paid via 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 socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, a one-page cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates, availability for Monday-Friday, and which position they are applying for (or state that you do not have a preference).

We also ask that applicants for the Press Internship submit 1-3 sample graphics. Please include “Moore Internship – Fall 2021” in the subject line and compile all application materials into one PDF document. Applications for the Fall 2021 term will be considered until 6:00 PM EST on July 28st, 2021.

No calls or drop-ins, please.

MEM-209-21 A Conservative Representative from Colorado is currently seeking candidates for a paid **internship** for the 2021 Fall semester in our Washington D.C. office.

Interns will assist the legislative staff and press team by conducting research, answering phones, writing press clipping and social media content, and helping with administrative tasks. Interns will also greet constituents and should be team-oriented and have strong communication skills.

This is a paid internship that provides a truly unique experience to gain experience in a fast-paced office on Capitol Hill. Qualified candidates should submit a resume and cover letter to CO05internship@mail.house.gov with the subject line saying, “Fall Internship”. Colorado ties not necessary.

MEM-204-21 North Florida Republican Seeks Press **Intern** For Fall 2021
The Press Intern will have the opportunity to observe the inner workings of a congressional office while gaining firsthand knowledge of and participating in a congressional communications operation.

Responsibilities include, but are not limited to, drafting morning news clips, developing graphics and other digital content, assisting Communications Director and Press Secretary with executing an aggressive communications agenda, and performing traditional intern responsibilities and constituent services.

Ideal candidates will have a strong work ethic, work well under pressure, be detail-oriented, and possess a positive attitude. Candidates with communications experience, including digital media and strong writing skills are preferred.

Experience with Canva and Adobe Suite (Photoshop, InDesign and Premiere Pro) are a plus. Undergraduate students and recent college graduates are preferred; ties

to Florida and/or FL-03 are a plus. Academic credit is available for qualifying students.

Interested candidates should email, with “Press Intern Fall 2021- First & Last Name” in the subject line, their resume, cover letter, two references, social media handles, brief writing sample, and examples of their digital and design work to fl03.internships@mail.house.gov. Deadline to apply is July 9th.

MEM-203-21 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2021 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

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 phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov

MEM-194-21 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic applicants for legislative **internships** in the Washington, DC office for the Fall of 2021.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available beginning in September, 2021. To apply, please send a resume, cover letter, and brief writing sample to Caitlin.Reedy@mail.house.gov with the phrase “Internship Application” in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-193-21 The Office of Congressman Mark Pocan (D-WI) is seeking a full-time in-person **Intern** in the Washington D.C. office to begin in September.

The intern 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 Maura.Haydin@mail.house.gov with “Pocan Internship - Fall 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

MEM-189-21 The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, in-person/remote Fall **internship** (early 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 with “WA-10 District Office Intern” in the subject line. The deadline for applications is Thursday, July 15, 2021. 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-188-21 The office of Representative Marilyn 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, a 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 with “WA-10 DC Fall Internship” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Thursday, July 15, 2021 but applicants are encouraged to submit their application 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 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 and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop ins.

MEM-187-21 The Washington D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid **internship**. Interns will be asked to answer phones, 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. 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, and whether or not applicant will be D.C. based for the Fall 2021 semester in a PDF format to Marissa.Kaiser@mail.house.gov with “NY-25 Fall 2021 Internship” in the subject line.

The deadline for this internship is Friday, July 2 at 5:00pm, but students are encouraged to submit their application early.

MEM-186-21 The Office of the Representative Joseph Morelle is currently accepting applications for an **internship** in the District Office. Interns will be asked to answer phones, sort mail, research legislation, assist staff with constituent casework, and perform administrative work as assigned. As a result, interns learn about the functions of a congressional district 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 in a PDF format to Rhyne.Maas@mail.house.gov with “NY-25 Fall 2021 Internship” in the subject line.

The deadline for this internship is Sunday, July 11 at 8:00pm, but students are encouraged to submit their application early.

MEM-182-21 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 Sep. 1 (flexible depending on availability) with a flexible end date. 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. Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-181-21 The House Foreign Affairs Committee Majority Staff is currently looking for one legal **intern** for the Fall 2021 semester.

In addition to providing administrative and operations support to the committee as needed, the legal intern will work closely with the Counsels team with research projects, drafting legislation, providing support for full committee markups and hearings, and attending meetings and briefings. Candidates should be current law students and require little supervision.

Minorities, women, and LGBTQ persons are strongly encouraged to apply. If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include "Fall 2021 Legal Internship Application" in the subject line of the email.

MEM-180-21 The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Fall 2021 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master's and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include "HFAC Internship Application – Fall 2021" in the subject line of the email.

MEM-179-21 Republican Congressman Rob Wittman (VA-01) is seeking paid **interns** for the Fall 2021 session in his Capitol Hill office. The Summer session dates are May 18 – August 31. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working.

To be eligible for our paid intern program, the applicant must be able to complete no less than a 24-hour work week. The internship schedule is flexible to accommodate classes. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to shannon.evans@mail.house.gov before July 23, 2021. Please specify what your internship schedule may look like.

MEM-176-21 The D.C. Office of Rep. Ro Khanna (D-CA) seeks **interns** for the upcoming Fall 2021 term. The D.C. 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 40 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship.

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.

Applicants should send a resume, a short cover letter, two sample tweets on a current event, and availability to julia.albertson@mail.house.gov.

Additionally, applicants should indicate which position (if you don't have a preference, please indicate that as well) you're seeking, and include their vaccination status if applying to the in-person internship.

Applications for the Fall 2021 Term will be considered until 11:59pm EST on Monday July 26th, 2021.