



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of February 26, 2024

MEM-084-24 Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated press/digital **interns** to work in person in the Washington, DC office for the Summer Session.

Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff. This includes attending congressional hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application
via <https://meeks.house.gov/services/internships> with a resume, cover letter, up to 2-page writing sample, no later than COB April 5, 2024.

MEM-083-24 Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time legislative **interns** to work in person in the Washington, DC office for the Summer Session.

Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff.

This includes attending congressional hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application

via <https://meeks.house.gov/services/internships> with a resume, cover letter, up to 2-page writing sample, no later than COB April 5, 2024.

MEM-082-24 Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Summer 2024.

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

Our office is an equal opportunity employer, and we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be given to candidates with New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

Key responsibilities of D.C. interns include:

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Legislative work: attending hearing and briefings, writing memos, composing cosponsor recommendations, and drafting letters to be sent to constituents
- Organizing incoming mail
- Assisting with press clips and communications tasks

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 availability of at least 20 hours per week, and a stipend will be provided.

To apply, please visit fill out the application and submit a resume and cover letter through this link: <https://menendez.house.gov/services/internships>
Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

MEM-080-24 The office of Congressman Victoria Spartz (IN-05) is now accepting applications for paid, full-time summer congressional **internships** in our Washington, DC office.

Key opportunities: Interns in our office get the opportunity to attend congressional briefings, hearings, and networking events. They also get to work on a wide variety of legislative issues spanning foreign policy, education, and economics. Interns who excel in their core duties will be given the opportunity to direct more of their own work and focus on particular legislative areas of interest.

Core internship duties in the Washington, DC office include:

- Answering constituent phone calls and directing them appropriately
- Assisting with office operations
- Attending congressional hearings and policy briefings and providing insights to legislative staff
- Researching legislation for the Member and legislative staff
- Taking photos of the Congresswoman at important events
- Conducting Capitol tours for constituents

Successful applicants will be highly motivated, possess excellent written and verbal communication skills, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress.

To apply, please go to <https://spartz.house.gov/services/internships>

MEM-079-24 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2024.

*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. 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.

*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

*Starting and ending dates are flexible, although prospective interns should be able to commit to at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample

to Internship.DelBene@mail.house.gov and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is March 22, 2024, at 11:59PM PT.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Members of historically underrepresented communities, including women, people of color, and LGBTQ+ individuals, are strongly encouraged to apply.

MEM-076-24 Congressman Cliff Bentz (OR-02) is seeking Spring **interns** for his Washington D.C. Office.

Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in, and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person. All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships>

MEM-075-24 The Democratic Staff of the House Committee on Veterans' Affairs is seeking a press/digital **intern** for the Summer 2024 semester.

The deadline to apply is 5 PM ET, Friday, March 22, 2024.

Responsibilities include, but are not limited to:

- Compiling and distributing morning press clips
- Tracking media hits for Committee members
- Assisting with video shoots
- Assisting with creating messaging packets and digital toolkits for the caucus
- Writing first drafts of remarks, press releases, and video scripts
- Developing social media content
- Clipping floor and hearing remarks from members
- Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C. Application: All candidates are required to go to <https://democrats-veterans.house.gov/opportunities> to complete an online application to be considered. Applicants must submit a resume and cover letter.

MEM-074-24 The Democratic Staff of the House Committee on Veterans' Affairs is seeking a legislative **intern** for the Summer 2024 semester.

The deadline to apply is 5 PM ET, Friday, March 22, 2024.

Responsibilities include, but are not limited to:

- Conducting legislative research
- Managing and responding to constituent correspondence
- Assisting with Committee events
- Attending briefings and hearings for staff
- Drafting memos
- Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C. Application: All candidates are required to go to <https://democrats-veterans.house.gov/opportunities> to complete an online application to be considered. Applicants must submit a resume and cover letter.

MEM-073-24 The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Summer **internship** in our Washington D.C. office.

Qualified candidates will have strong oral and written communication skills, eager to learn, detail oriented, and passionate about public service. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Responsibilities include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and the staff
- Attending hearings and briefings

The ideal candidate will be available from late May until July / August and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session. Students with ties to the district or to Southern California are strongly preferred.

To apply for an internship please email Sam.Schiller@mail.house.gov by midnight on March 8th, 2024, with a resume and cover letter in a single PDF file. Please have your email subject line read “Summer Internship Application – (First Name, Last Name).”

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.

MEM-069-24 “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. This is a paid internship that complies with the House Paid Internship Program.

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: Summer 2024 Internship. No phone calls or drop-ins, please.”

MEM-067-24 “The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Summer Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to Wisconsin.resumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required. “

MEM-062-24 Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Summer 2024.

Opportunities are available for both her Washington, D.C. office and her district office in Grand Rapids.

To apply, please submit your resume, cover letter, and one reference in one PDF to MI03Internships@mail.house.gov. The subject line must include your full name and which office you are interested in for your application to be considered. Interns will receive a monthly stipend. The deadline for applications is Friday, March 29th at 5:00 p.m.

DC OFFICE

Hours will typically be 9 a.m. to 6 p.m. when Congress is in session and 9 a.m. to 5 p.m. when Congress is out of session. Interns are expected to work full time but

hours can be flexible to accommodate students' hectic course schedules. The D.C. Office internship allows interns to get involved with the legislative process.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Putting together daily news clips
- Assisting the legislative staff with research and compiling information
- Giving Capitol tours
- Attending hearings and briefings
- Any other tasks assigned by the Internship Coordinator

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

DISTRICT OFFICE- Grand Rapids

The district office is open from 9 a.m. to 5 p.m. Monday through Friday. Interns are expected to work a minimum of 16 hours weekly, in no less than 4 hours blocks. This is to accommodate their academic schedules. District office interns will engage with constituents and the community while being at the intersection of the federal government.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office.
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Monitoring local news and social media for current activities in the district
- Assisting the district staff with research
- Attending meetings with local stakeholders or constituents
- Interacting with government agencies to resolve constituent issues
- Any other tasks assigned by the Internship Coordinator

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

MEM-058-24 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work with her team.

This **internship** will be primarily in-person in the Washington, DC office with potential for some occasional remote work. The timing of the internship is flexible based on the candidate's schedule but would ideally start in mid-May and could last up to 12 weeks. The intern would work with the Congresswoman's dynamic team to improve the lives of Seventh District constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions over the phone and through the mail, draft correspondence, and assist with other office administration tasks;
- Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process;
- District research: research and compile information for district events and outreach;
- Communications: collaborate with the Communications team on tasks as needed such as writing letters; and
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES:

- Responsible, reliable, punctual
- Has knowledge of the district, its constituents, and its needs
- Able to problem solve, think quickly, adapt, and handle sensitive information

HOURS & COMPENSATION: The schedule is flexible and based on candidate's schedule. This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

TO APPLY: Please submit a resume and a 1-page cover letter that answers the following questions in a single PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application.

Email this information to Spanberger.Inquiries@mail.house.gov with the subject line "Summer 2024 Internship – First Name, Last Name."

DEADLINE: Applications received by March 8, 2024 will be considered.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-052-24 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2024. This is an in-person opportunity with some hybrid work-from-home hours possible. A majority of the program is spent in the 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. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible. 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-051-24 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full time **interns** for the summer internship session. The start date would be starting in early to late May 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 nj02internships@mail.house.gov. 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-050-24 Representative Mary Gay Scanlon (PA-05) Paid Summer Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample (no more than 1-2 pages), and two references to Madhumita.Gupta@mail.house.gov with the subject line "Summer Legislative Internship, NAME" by March 30th, 2024. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-048-24 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 Summer 2024 **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-047-24 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. offices.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative

research and attending community events.

APPLICATIONS

Applicants can access the application here, through a google form:

<https://moulton.house.gov/services/internship-application>

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab.

All applications are due on March 10th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Bridget Pegg (bridget.pegg@mail.house.gov.)

MEM-045-24 The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications to fill a part-time and unpaid **internship** vacancy during the Spring 2024 semester at the Washington, D.C. office.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence. We are seeking an intern who can work during standard business hours, preferably on Mondays and Wednesdays.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary but preferred.

Interested candidates should submit their resume and at least one (no more than three) writing samples to joseph.harrington@mail.house.gov

MEM-043-24 The Washington, D.C., Office of Congressman Adam B. Schiff (CA-30) is seeking professional, enthusiastic, and hardworking **interns** to assist staff with administrative and legislative work.

The Summer 2024 term runs from May through August and is open to undergraduate students and recent college graduates. Interns typically work three days per week, with flexibility to accommodate class schedules. Interns will receive a stipend. Academic credit is also available.

Responsibilities

- Front office duties, including answering telephones, sorting mail, greeting visitors, and assisting with the Congressman’s meetings
- Compiling press clips and assisting the communications team
- Processing and drafting responses to constituent correspondence
- Attending briefings and conducting policy research as requested by legislative

staff

- Performing various other tasks to ensure the office functions smoothly

To Apply

All applicants should apply by March 15 at 11:59 p.m.

at <https://schiff.house.gov/help/internships>

Please note that we always receive more applications than we can accommodate and that applicants with ties to the 30th District are given preference. Candidates from BIPOC, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply.

MEM-038-24 The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this summer. The summer internship is from June 2024 – August 2024.

In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and the contact information for two references to LBR.Internship@mail.house.gov, indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. “DC Summer 2024 Internship – NAME”).

Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please.

MEM-037-24 The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

Typical duties will include answering phones, leading Capitol tours (Washington, D.C.-based), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid, part-time internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates who are interested in the legislative process are highly encouraged to apply. The Congresswoman is on the Oversight and Accountability Committee and the Space, Science, and Technology Committee. Ties to Pennsylvania's 12th Congressional District are preferred, but not necessary.

All applicants should apply by March 15, 2024
at: <https://summerlee.house.gov/internships>

MEM-036-24 Internships are available in both the Washington, D.C. and Little Rock, AR offices of Congressman French Hill. Applications should be submitted by March 1, 2024 but early applications are encouraged.

In Washington, interns will work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. D.C. internships will be approximately 5 weeks for Session One (late May - late June) and Session Two (early July - early August).

Interns in D.C. also will have the opportunity to:

- Conduct research on various legislative issues
- Assist with mail correspondence
- Attend Capitol Hill briefings, congressional hearings, and press events
- Assist with our communication team edit and write newsletters, blogs, and memos
- Guide constituents on Capitol tours

In Little Rock, interns will work closely with district office staff in various constituent services areas and will have the opportunity to:

- Focus on constituent services
- Assist in answering constituent phone calls
- Assist staff with outreach and special projects as needed

Internships in Little Rock will be for 8 weeks (late May - late July). Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience a plus.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks.

Please send a resume, cover letter, and two references to ar02.applications@mail.house.gov to apply. When submitting your application, please indicate which office location and which summer 2024 term (if applicable) you are applying for.

MEM-016-24 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time paid **interns** for the Summer 2024 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr. unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to Jayapal.DCInternships@mail.house.gov with the subject “2024 Summer Internship Application – FirstName LastName” by Sunday, March 31st.