



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of April 8, 2024**

**MEM-153-24 DIGITAL AND PRESS INTERN**

The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital media and traditional press intern position 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 reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-149-24 SUMMER 2024 DISTRICT OFFICE INTERNS**

Office of Congresswoman Sheila Cherfilus-McCormick (D-FL-20)

Summer 2024 Interns – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans' Affairs Subcommittee on Technology Modernization (HVAC) seeks motivated, detail-oriented, individuals to gain constituent-oriented

internship experience in our wonderful District office for the Summer of 2024 (Jun-Aug). Current college students and recent graduates are welcome to apply.

Responsibilities will include:

District Intern responsibilities include answering phones, analyzing district casework trends, conducting research, engaging in constituent correspondence, and assisting with special projects at the discretion of the District Chief of Staff. As a result, the intern will learn about the important functions of our impactful District office.

Expectations:

- Maintain a positive attitude and good working relationship with the Office;
- Exceptional writing, research, and analytical skills;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing short and long term-projects.

To Apply:

Applications will be accepted on a rolling basis. The Office will contact the best-qualified candidates to begin the interview process. Application materials must be received by 5:00pm EST on April 19th, 2024.

To apply, please email [Edward.Mejia@mail.house.gov](mailto:Edward.Mejia@mail.house.gov) with “Summer 2024 [Administrative/Communication] Intern” in the subject line and the following materials: (1) cover letter, (2) resume, (3) a writing sample and (4) unofficial transcript.

The Office of Representative Sheila Cherfilus-McCormick is an equal opportunity employer. The Office does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to diversity and inclusion. Individuals from all backgrounds are encouraged to apply.

#### **MEM-148-24 SUMMER 2024 WASHINGTON, DC INTERNS**

Office of Congresswoman Sheila Cherfilus-McCormick (D-FL-20)

Summer 2024 Interns – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVA) seeks legislative, administrative, and communications interns for the Summer of 2024 (Jun-Aug). Current college students and recent graduates are welcome to apply.

Responsibilities will include:

Legislative Intern: Answering phones, tracking legislation, assisting with briefing materials for hearings, and researching policy topics for the Legislative team.  
Administrative Intern: Answering phones, greeting guests, drafting memos, attending briefings, and supporting office operations.

Communication Intern: Answering phones, developing graphics/videos for social media, identifying relevant media contacts at the local, state, and national levels, and drafting talking points, floor speeches, press releases, and other communications collateral.

**Expectations:**

- Maintain a positive attitude and good working relationship with the Office;
- Exceptional writing, research, and analytical skills;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing short and long term-projects.

**Compensation:**

\$800 monthly stipend (full-time availability preferred).

**To Apply:**

Applications will be accepted on a rolling basis. The Office will contact the best-qualified candidates to begin the interview process. Application materials must be received by 5:00pm EST on April 19th, 2024.

To apply, please email [Lorenzo.gari@mail.house.gov](mailto:Lorenzo.gari@mail.house.gov) with “Summer 2024 [Legislative/Administrative/Communication] Intern” in the subject line and the following materials: (1) cover letter, (2) resume, (3) a writing sample and (4) unofficial transcript.

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**MEM-142-24 Oversight and Investigations Law Clerk**

The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a Law Clerk for Summer 2024 to assist in conducting oversight and investigations of issues within the Committee’s broad jurisdiction.

Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The successful candidate is a current law student or recent law school graduate who is a detail- oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. 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. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to [internshipresume.ec@mail.house.gov](mailto:internshipresume.ec@mail.house.gov) with the subject line, "E&C O&I Law Clerk."

**MEM-140-24** The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks a full-time, paid Summer Data **Intern** for a 10-week internship.

The Summer Data Intern will help to support sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives, as well as other administrative functions.

The OCE is seeking candidates interested in the OCE's work supporting ethics and transparency within the House of Representatives. The OCE's investigations often address: campaign finance violations, misuse of official resources, conflicts of interest, and financial disclosure omissions. The Summer Data Intern would join a small, Washington, DC-based, investigative team.

Core Responsibilities:

- Assist the OCE in investigations and case development through the tool-assisted analysis of open source data;
- Support investigative team as appropriate;
- Develop and design simple investigative-databases; and
- Communicate findings to internal stakeholders.

Qualifications:

- Currently pursuing a degree in a quantitative science, engineering, or other STEM field;
- At least a 3.0 GPA on a 4-point scale;
- Prior paid work experience in a STEM or Policy related field, such as:
  - \*Computational Social Science,
  - \*Computer Science,
  - \*Data Analytics,
  - \*Economics
  - \*Engineering,
  - \*Mathematics,
  - \*Statistics,
  - \*or Political Science;
- Experience using data in real-world scenarios through thesis research, internships, or work experience;
- Demonstrated ability to work alongside non-technical teams;
- Desirable but not required:
  - \*Experience using machine learning or artificial intelligence to analyze open source data;
  - \*Experience reading semi-structured data using OCR or AI; and
  - \*Investigative experience with high-profile and sensitive matters.

Duties:

- Gather publicly available information/records related to potential new matters and/or ongoing matters;
- Conduct ongoing research and case development projects;
- Work with lead Investigative Counsels on cases to support investigations;
- Database management to include:
  - \*Creating simple relational databases
  - \*Querying open-source and internal databases
  - \*Conducting exploratory analyses on databases
- Other duties as required.

Requirements:

- At least three years into an undergraduate degree OR currently pursuing a graduate degree

Compensation:

- The Summer Data Intern will be paid commensurate with experience, unless prohibited from receiving compensation in order to receive educational credit.

Applicant Instructions:

Please send cover letter and resume (electronic submissions preferred) to:

Omar S. Ashmawy  
Staff Director and Chief Counsel Office of Congressional Ethics  
United States House of Representatives [OCEJOB@mail.house.gov](mailto:OCEJOB@mail.house.gov)

**MEM-139-24** Summer **internships** in Rep. Angie Craig's office will be held in-person in the Eagan, MN office and Washington, D.C. office.

We are not accepting remote or hybrid applicants at this time. The internship will run approximately from May 20, 2024, through August 18, 2024, with some room for flexibility. All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns' policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

**Application Instructions:**

- To apply for an internship in either the MN or DC office, please email a combined PDF of your resume and one-page cover letter to [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov). Please format your email subject line as "FirstName.LastName – District Office Internship" OR "FirstName.LastName – DC Office Internship."
- Please include your weekly availability between the hours of 9:00am and 6:00pm in your cover letter and confirm that you will be available for in-person work.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Summer internships, applications must be submitted no later than 11:59pm CT on Wednesday, April 10, 2024. Late submissions will not be considered nor

accepted. If you have any questions regarding the internship program or the application process, please email [craig.internships@mail.house.gov](mailto:craig.internships@mail.house.gov)

**MEM-134-24** Congressman Jared Huffman (CA-02), Ranking Member of the Water, Wildlife, and Fisheries Subcommittee, is seeking applicants for the summer 2024 **internship** program in his Washington D.C. office.

Interns' responsibilities will vary, and range from answering phones, compiling press clips, booking and leading tours, conducting research for legislative staff, attending hearings and briefings, and drafting constituent letters on various issues before the House. We are seeking motivated, organized, and reliable individuals with great communication and writing skills. California ties are preferred.

If you are interested in applying, please send a resume, cover letter, dates and hours of availability and 2 references to [DCInternship.Huffman@mail.house.gov](mailto:DCInternship.Huffman@mail.house.gov).

This office is an equal opportunity employer. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. The office is currently operating with a modified telecommuting policy.

**MEM-124-24** The Office of Congressman Bruce Westerman (AR-04) seeks highly motivated, detail oriented, and energetic individuals for legislative **internships** in both the Washington, D.C. Office and the Hot Springs District Office for the Summer of 2024.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping the 4th Congressional District of Arkansas. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be detail-oriented self-starters who can take and listen to directions, while being able to work independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks and participate in office activities. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability. To apply for an internship with the Office of Congressman Westerman visit [westerman.house.gov](http://westerman.house.gov) and follow the application instructions as listed. If you have any questions, please feel free to call our office at (202) 225-3772.

**MEM-123-24** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for April-June. Please indicate availability in the first sentence of the cover letter.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: [cartwright.house.gov/services/internships](http://cartwright.house.gov/services/internships)

No phone calls or drop-ins please.

**MEM-119-24** Congresswoman Brittany Pettersen's Washington DC and Lakewood District offices are seeking paid congressional **interns** for Summer 2024.

The internship is in-person and will run from late May to August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

This internship provides students with a firsthand understanding of the functions of a congressional office and the legislative process. Intern responsibilities vary but include answering phones, sorting mail, researching legislation for the Member and legislative staff, attending hearings and briefings, giving tours of the Capitol building, and drafting press releases and constituent letters on various issues. Additionally, the office encourages and will facilitate networking opportunities for interns and staff members.

Internship hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 5:00 p.m. EST in the DC office, and 9:00 a.m. to 5:00 p.m. MT in the District office. Applicants must have a high school diploma. Applicants who are rising juniors in college or further in their education or careers will be prioritized. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are strongly prioritized.

Internships are eligible for a paid monthly stipend.

To apply, please send an email with your resume, cover letter and writing sample (maximum length of 5 pages) to [CO07internapplications@mail.house.gov](mailto:CO07internapplications@mail.house.gov) with



“[Your Last Name] [Season][Year] DC Internship” in the subject line- for example: “Smith Summer 2023 DC Internship”. Please include your dates of availability in your submission.

If submitted after April 15th, applications will only be considered on a rolling basis.

**MEM-118-24** Rep. Troy E. Nehls, a member of the House Judiciary Committee, including the immigration and crime subcommittees, and House Freedom Caucus is accepting **law clerk** applications for summer 2024.

Law clerks will engage in a range of activities, including preparing for and attending Judiciary hearings, conducting legal and policy research, writing memos and legislation, drafting oversight and constituent letters, giving tours, answering phones, and performing other administrative duties.

Candidates must have strong writing skills and be able to work in a team-oriented environment. Law clerks will work under the direct supervision of Rep. Nehls’ Judiciary Committee staff. Ideal candidates are current law students who have a demonstrated passion for federal policy and America First priorities.

If you are interested in applying, please send a resume and cover letter to [taylor.reaves@mail.house.gov](mailto:taylor.reaves@mail.house.gov).