



U.S. House of Representatives

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INTERSHIP VACANCY LISTING

Week of November 13, 2023

MEM-587-23 Congresswoman Kat Cammack (FL-03) is seeking spring 2024 **interns** in her Washington, D.C. and Gainesville offices! Interns have the opportunity to learn the legislative process, how congressional offices help constituents, and more.

Washington, D.C. Internship Information:

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member's office. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Please note—internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with "Washington D.C. Intern Spring 2024" in the subject line, their resume, cover letter, two references, and social media handles to f103.internships@mail.house.gov by November 27, 2023 (no drop-ins or phone calls).

Gainesville Internship Information:

Intern responsibilities include, but are not limited to, constituent communication, assisting with constituent services, and helping office staff with various projects. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate

and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and take place in the Gainesville District Office.

Interested candidates should email with “Gainesville Intern Spring 2024; First and last name”, in the subject line, their resume, cover letter, two references, and social media handles to fl03.internships@mail.house.gov by November 27, 2023.

MEM-585-23 The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person spring **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff. Ideal candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks simultaneously. Kansas City and Missouri ties are a plus.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to MO5internships@mail.house.gov with “Cleaver Internship Spring 2023” as the subject. Candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Friday, December 1st. Please, no phone calls, faxes, or drop-ins.

The office is an equal-opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-584-23 The office of Congressman Brian Mast (R-FL-21) is currently seeking highly motivated candidates for a part-time, unpaid, Spring 2024 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to teamwork.

Responsibilities include answering phone calls, providing tours of the Capitol, conducting legislative research for staff, among other duties.

The internship will run through the Spring semester, from 9am to 6pm when Congress is in session, and from 9am to 5pm out of session. Our office is very flexible with scheduling working hours around college and postgraduate classes, or other scheduling demands. Ties to Florida is not required but preferred.

The office of Congressman Mast is an equal-opportunity employer and does not discriminate based on race, religion, sex, sexual orientation, military status, age, or marital status.

Interested applicants should email a resume to joseph.harrington@mail.house.gov, supplementals (such as cover letters or writing samples) are not required. Please use the subject line “Spring 2024 internship”. No calls or drop-ins, please. Applications will be considered on a rolling basis.

MEM-583-23 Press/Digital Internship

Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated press/digital intern to work in person in the Washington, DC office for the Spring Semester.

Press/Digital 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 communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press releases, talking points and other written materials, answering phones, and sorting mail.

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. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please your application via <https://meeks.house.gov/services/internships> with a resume, one-page writing sample and graphic design sample no later than December 15, 2023.

MEM-582-23 Legislative Internship

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 Spring Semester.

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 December 15, 2023.

MEM-581-23 Congresswoman Sara Jacobs (CA-51) offers **internships** in both her Washington, D.C. and San Diego, CA offices. These internships provide young adults with the opportunity to learn more about the workings of a congressional office and to see the legislative process first-hand.

All interns are compensated and have the choice between \$16/hour pay, academic credit, or both. Unfortunately, international students cannot be paid by the federal government.

The application period for Spring 2024 is now OPEN.

This internship will run from early January to late April, and interns must be able to work in either Washington, D.C. or San Diego, CA. Applications will be accepted on a rolling basis until November 13 at 5:00 pm ET.

If you would like to be considered for a spring internship in our DC office, please email your resume, cover letter, and a 1-2 page writing sample to SaraJacobs.DCintern@mail.house.gov.

To apply to our San Diego office, email your materials to SaraJacobs.SDintern@mail.house.gov. Please no direct emails, phone calls, or walk-ins regarding the status of your application.

MEM-576-23 The Democratic Staff of the House Energy and Commerce Committee seeks a qualified undergraduate student, graduate student, or recent graduate to serve as a press **intern** for the Spring 2024 session.

An internship with the Energy and Commerce Committee Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, the intern will assist press and digital staff by compiling daily press clips; updating press lists; clipping video highlights from Committee hearings; drafting news releases, social media posts, and talking points; and designing graphics for both social media and web content.

Our ideal candidate is organized and eager to join a fast-paced environment. Qualified candidates must have excellent written and oral communication skills and a proven ability to perform under pressure while juggling multiple tasks. Full-time availability is preferred, but part-time candidates are eligible as well. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly

encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and two writing samples to InternshipResume.EC@mail.house.gov. In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Spring 2024 Press Intern Application" in the subject line.

The deadline for applications is December 1, 2023. Please no phone calls or drop-ins.

MEM-575-23 Job Description: As a Congressional **Intern** for Congressman Rob Wittman, you will have the unique opportunity to gain hands-on experience working for Virginia's 1st Congressional District in the U.S. House of Representatives. Our office is committed to serving our constituents, advancing thoughtful policies, and making a difference in the lives of Virginians and all Americans.

This paid internship will provide you with valuable insights into the legislative process and a chance to contribute to meaningful work in a congressional office. You will have the opportunity for exposure to the legislative process and policymaking, insight into the workings of a congressional office, and valuable professional development and mentorship.

Key Responsibilities:

- Answering phone calls from constituents
- Sorting mail and emails from constituents
- Compile media clips
- Conduct legislative research on various issues
- Assist in drafting and editing policy briefs, speeches, and press releases
- Attend congressional hearings, briefings, and meetings
- Assist with administrative tasks and office operations
- Perform various other duties as assigned

Qualifications:

- Strong interest in politics, government, and public policy
- Excellent research and writing skills
- Effective communication and interpersonal skills
- Enthusiastic, reliable, and hard-working
- Detail-oriented and able to multitask
- Proficiency in Microsoft Office and other relevant software
- A willingness to learn and adapt in a fast-paced environment

How to Apply: To be considered for this internship, please submit the following documents to Nicolle.Miranda@mail.house.gov:

1. Resume
2. Cover letter explaining your interest in the congressional internship and your

relevant qualifications

3. Writing sample (1-2 pages) on a policy or political topic of your choice

4. Contact information for two references

MEM-572-23 The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Spring 2024 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to being a team player.

Responsibilities will include answering phones, attending policy briefings and meetings, providing tours of the Capitol, and conducting legislative research to support the needs of the Congresswoman's staff.

The internship will run through the Spring semester, from 9am-6pm when Congress is in session and from 9am-5pm when Congress is not in session. Ties to Nevada's First District are strongly preferred.

The office of Congresswoman Dina Titus 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. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

Interested applicants should e-mail a cover letter, resume, and short (1-2 page) writing sample in a single document to Ciara.Donovan@mail.house.gov with "[LAST NAME, FIRST NAME] Spring 2024 Internship Application" in the subject line. No calls or drop-ins, please. Applications will be accepted until Friday, November 17th with applications considered on a rolling basis.

MEM-571-23 The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a Law **Clerk** for the 2024 Spring Semester 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 with the subject line, "E&C O&I Law Clerk."

MEM-569-23 Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the 2023 Spring **Internship** program in my Durham District office or Washington D.C. office are now open!

DC intern responsibilities include, but are not limited to, attending hearings and briefings on behalf of legislative staffers, supporting staff members with legislative research and other tasks as assigned, compiling daily press clips for the Congresswoman, sorting constituent correspondence and drafting responses, answering phone calls, and greeting visitors to the office.

District intern responsibilities include, but are not limited to, answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

The term of this internship will be during the spring semester. Part-time interns must work at least 10-15 hours a week, Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov. Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

MEM-568-23 Congressman Jerry Nadler (NY-12) is seeking paid undergraduate student **interns** for the Spring 2024 semester in his Washington DC and Manhattan District Offices.

Applicants should be interested in learning the daily operations of a congressional office. Tasks include responding to constituent 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 24 hours per week and should have completed their first year of college. This internship will run from January 2024 – May 2024.

Please send a resume, cover letter, and 1–2-page writing sample to NY12.Internship@mail.house.gov by November 17, 2023. In the subject line of your email, please indicate which office location you prefer. In your cover letter, 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-567-23 The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for spring **interns** in her Washington, D.C. and District offices.

Responsibilities will include:

- Answering phones,
- Conducting a semester-long capstone project,
- Writing constituent letters,
- Assisting legislative staff with research,
- Categorizing mail,
- Attending briefings and hearings, and
- Conducting Capitol tours for constituents.

Successful candidates will work well under pressure, are organized, hard-working, detail-oriented, have customer service/retail experience, and can have some fun! Ohio ties are preferred but not required, and candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. Interns will be eligible for a monthly stipend.

Interested applicants should send a resume, writing sample, and cover letter to OH11InternResumes@mail.house.gov with “Fall Intern [LASTNAME]” in the subject line. The deadline to apply is November 20 close of business. No phone calls or drop-ins, please.

MEM-566-23 Representative Tony Gonzales is seeking full-time **interns** in their Washington, D.C. office for the Spring 2024 semester.

This is a rewarding experience that provides students and recent graduates the opportunity to participate in the day-to-day operations of a Congressional office while gaining a deeper understanding of the federal legislative process. Ties to TX-23 are preferred, but not required.

Office hours operate from 9:00am-5:00pm on out of session days and 9:00am-6:00pm in session.

Interested candidates should send a resume and cover letter to Maddie.bruno@mail.house.gov

MEM-562-23 The Office of Congressman Bruce Westerman (AR-04) seeks highly motivated, detail oriented, and energetic individuals for legislative **internships** in Washington, D.C. for the Spring 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, please submit an application, including a resume and a cover letter, to the following email address: ar04internship@gmail.com. If you have any questions, please feel free to call our office at (202) 225-3772.

MEM-561-23 The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 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-560-23 The Office of Congresswoman Mikie Sherrill is currently accepting Spring 2024 **internship** applications.

To apply for an internship with the DC Office, please use the following link:
<https://forms.gle/DtQL1JSSBzodsScQ9>

To apply for an internship with the District Office, please use the following link: <https://forms.office.com/g/5EUMZUWRDv>

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to NJ11internships@mail.house.gov, with the subject line:

Office of Application (DC or District), First Name Last Name.

The application deadline is Friday, November 24th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site. Hiring decisions will not be finalized until after the application closes to ensure all applicants have the same opportunity to be considered. We appreciate your patience and we will be in touch with you as soon as possible on the status of your application. No calls or walk-ins please.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service.

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-559-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

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
No phone calls or drop-ins please.

MEM-558-23 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 at: <https://summerlee.house.gov/internships>

MEM-557-23 The Office of Congressman Eric Sorensen (IL-17) is seeking highly motivated, flexible, and detail-oriented **interns** to serve in his Washington, D.C. office for Spring 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, assisting with constituent correspondence, assisting the communications team, and conducting Capitol Tours.
- Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.
- Ties to Illinois and/or the 17th Congressional District are encouraged but not required.

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

How to apply:

Interested candidates should email a cover letter, resume, and writing sample to Resumes.IL17@mail.house.gov and please put Spring 2024 D.C. Internship in the subject line. In the body of the email, please also list any start and end date constraints and the number of hours per week you can work, as well as any ties you have to the state of Illinois and/or to the 17th Congressional District. The deadline to submit applications is November 17th, 2023, by 11:59PM ET.

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-555-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring legal **internship** in Washington D.C. Law interns are unpaid, however, academic credit can be received.

Legal interns are paired with the policy team where they will assist with researching and drafting legislation, writing memos, talking points, and letters, covering briefings, hearings, and mark-ups. Interns will be selected based on the quality of their application and demonstrated commitment to public service.

Candidates should have at least one year of law school, have strong research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. The office is an equal opportunity employer and does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a writing sample up to five pages supporting your interest in policy areas related to the jurisdiction of the committee – education, health, or labor policy: pensions, unions, oversight, disability, workforce development, and workplace safety, and three references in a single PDF to E&L.Jobs@mail.house.gov by November 17th. Please format the subject line of your email "First Name Last Name – Legal Intern – Spring 2024."

MEM-554-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring press **internship** in Washington D.C. This is a paid position.

Press interns are paired with the communications team where they will assist with compiling daily news clips, developing social media content, helping prepare online content, and other projects. Interns will be selected based on the quality of their application and demonstrated commitment to public service. College students and recent college graduates are encouraged to apply.

The office is an equal opportunity employer and does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a one-page writing sample, and three references in a single PDF to E&L.Jobs@mail.house.gov by November 17th. Please format the subject line of your email "First Name Last Name – Press Intern – Spring 2024."

MEM-553-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring **internship** in Washington D.C. This is a paid position.

Prospective interns will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on

multiple tasks. Responsibilities include answering phones, sorting and responding to daily mail, assisting the front office, attending briefings/hearings and preparing memos for staff, performing various research projects, and assisting with other policy events.

Interns will be selected based on the quality of their application materials and demonstrated commitment to public service. College students and recent college graduates are encouraged to apply.

This office is an equal opportunity employer and does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a one-page writing sample, and three references in a single PDF to E&L.Jobs@mail.house.gov by November 17th. Please format the subject line of your email "First Name Last Name – Committee Intern – Spring 2024."

MEM-549-23 Congresswoman Lori Trahan (MA-03) is seeking a press **intern** for her Washington, D.C. office for the Spring 2024 semester.

Candidates should be driven, flexible, and detail-oriented individuals with availability beginning in January.

Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office. Candidates should have a foundation of technical knowledge on social media platforms.

Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

The Office of Congresswoman Trahan 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. Massachusetts ties are preferred, but not required.

Interested applicants should visit <https://trahan.house.gov/forms/internships/> to submit necessary materials, as well as email a cover letter, resume, and dates of availability to L.T.Internship@mail.house.gov with the subject line "Last Name, First Name: Press Internship Spring 2024". The deadline to apply is 11:59 EST on November 22nd, 2023.

MEM-545-23 Congresswoman Lori Trahan (MA-03) is seeking applicants for the Spring 2024 **internship** program in her Washington, D.C. office to start in January 2024.

Intern responsibilities include, but are not limited to, handling constituent correspondence and communication, attending legislative hearings and briefings, guiding Capitol building tours, managing the front desk, and assisting staff with administrative tasks. Ideal candidates have a positive attitude, strong work ethic, excellent written and oral communication skills, and eagerness to learn about the political process and congressional affairs. District & Massachusetts ties are strongly preferred, but not required.

Typical hours for internships are Monday through Friday from 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' course schedules. Both part-time and full-time interns are encouraged to apply.

The Office of Congresswoman Trahan 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 email a cover letter, resume, and dates of availability to LT.Internship@mail.house.gov with the subject line "Last Name, First Name: DC Spring 2024 Internship". The deadline to apply is 11:59 EST on November 22nd, 2023.

MEM-542-23 Congressman French Hill (AR02) has **internship** positions available for the Spring 2024 term in both his DC and Little Rock offices.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. 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, take and listen to direction, and be willing to work both 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. 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, please send a resume and cover letter to AR02.Applications@mail.house.gov. Indicate which location you are applying for. Applications should be submitted by December 1, 2023, but will be accepted on a rolling basis until all positions are filled.

If you have any questions, you can contact the office for additional information at (202) 225-2506.

MEM-541-23 The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) eight-week spring **internship** in our Washington D.C. office. The preferred dates of this internship are January 15th through March 8th but can be flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

Compensation information:

- Interns will be paid \$3,200 for the duration of an eight week long, full-time position
- Academic credit may be available and should be arranged with your academic institution.

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

Application:

We are currently accepting applications for an internship based in Washington D.C.. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages all in PDF. Rolling applications are open until November 17th at 11:59 pm PT.

MEM-540-23 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2024 term.

Responsibilities include 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. Our interns have the opportunity to work either in person or virtually, but preference will be given to applicants who can commit to working in person. 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 one short writing sample to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, November 17th, 2023.

MEM-537-23 **Press Intern:**
Congressman Kevin Mullin's (CA-15) D.C. office is seeking an in-person, part-time, paid press intern for Spring 2024. The press intern will work closely with the Press Secretary and occasionally the legislative team.

Applicants should be organized, creative, familiar with current events, and detail oriented. Responsibilities include answering telephones; compiling daily press clips; creating content for social media; drafting press releases, newsletters, and other written materials; maintaining press lists; clipping floor and hearing remarks; and designing graphics.

The ideal candidate is team-oriented, has written and oral communication skills, experience with graphic design, and relevant communications experience. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

This position pays \$15 per hour and will be based on an approximately 25-hour work week. Interested applicants should send their resume, a cover letter explaining their interest and any relevant experience, and one sample graphic to Mullininternships@gmail.com with the subject line “last name, first name - Mullin Spring Press Internship Application” in one PDF. California ties are preferred, but not required. The deadline to apply is November 17th, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

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.

MEM-536-23 Legislative **Intern:**

The office of Congressman Kevin Mullin (CA-15) is accepting applications for paid legislative internships for the fall semester. The ideal candidate will have excellent communication and written skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The Spring term begins early- to mid-January and will end late-April early-May with flexible start and end dates. Work will be in-person and is compensated at \$15 per hour.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF to MullinInternships@gmail.com. Email subject line should follow the following format: LastName, FirstName – Spring Legislative Internship. Additionally, please note your availability and any ties to the Bay Area or California in the body of your email. The deadline to apply is November 17th, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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-534-23 Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Spring 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

two references 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.

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-533-23 Representative Mary Gay Scanlon (PA-05) Paid Spring 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 "Spring Legislative Internship, NAME" by November 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-531-23 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 2024 **internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman DeLauro's office entail both administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have the ability to work in a fast-paced environment as well as possess excellent writing skills and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form along with a cover letter, resume, brief writing sample (1-2 pages), and two reference contacts to Claybrook.Vaughan@mail.house.gov with the subject line "Spring 2024 Internship" by 11:59PM on November 17. Please send completed application form and all application materials in a single PDF file.

Link to website: <https://delauero.house.gov/services/internships>

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

MEM-525-23 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 Spring 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-521-23 Fern Holland International Affairs **Fellowship:**

Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs Fellowship program.

This is a full-time, paid foreign policy fellowship for Spring 2024. This opportunity is only open to candidates who are Pell Grant-eligible. The fellowship is in our Washington, D.C. office. Recent college graduates, and

students currently enrolled in graduate school are preferred. Under very rare circumstances, the office will also hire undergraduate students.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, people of color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship form below:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

If you have trouble accessing the application form above, please email Brenna Goss (brenna.goss@mail.house.gov)

If selected, you will be required to submit a FAFSA form. We are accepting applications for Spring through November 15, 2023 at 11:59pm. Feel free to call our office with any questions you may have at (202) 225-8020 or email Brenna Goss.

MEM-520-23 Digital Communications Internship:

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for Spring 2024.

The internship is in-person and based out of our Washington, D.C. office. Preference will go to applicants available to join us for a minimum of 20 hours per week during the Spring semester. A financial stipend will be provided.

RESPONSIBILITIES

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter
- Helping maintain and updating the Congressman's website
- Conducting research and providing staff support for the communications team
- Candidates should be familiar with Adobe Illustrator or Photoshop **(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability

- Ability to handle multiple tasks on tight deadlines
- Be a team-player

APPLICATIONS

Applicants can access the application here:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Please submit a resume, cover letter, and three or more samples of your digital work. Note that applications are due at 11:59pm on November 15, 2023.

If you have trouble accessing the application form above, or if you have any questions please email Michael Suchecki (michael.suchecki@mail.house.gov)

MEM-519-23 Spring Internship:

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. office in Spring 2024.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Under very rare circumstances the office will also host high school students. 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: https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35

[RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://moulton.house.gov/help/internships)

Applicants can find more information on the internship portal at moulton.house.gov under the 'Services' tab. All applications are due on November 15, 2023 at 11:59pm.

If you have trouble accessing the application form above, please email Brenna Goss (brenna.goss@mail.house.gov).

MEM-509-23 Washington, D.C., Office **Intern**

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 Winter/Spring 2024 term runs from early January through late April 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

To apply for an internship with Congressman Schiff, please fill out the internship application form on our website (schiff.house.gov/help/internships) by 11:59pm PST on November 15, 2023.

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.