

House Vacancy Announcement and Placement Service

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Internship Openings

Week of December 09, 2024

MEM-507-24

The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate student, or recent graduate wishing to gain constituent-oriented **internship** experience in the DC District Office.

District Intern responsibilities include 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 learn about the important functions of our impactful District office.

The term of this internship will be from January 7, 2025, to May 22, 2025. The internship is a paid full-time internship, interns must work at least 30 hours a week and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, 1 writing sample on a current issue, and at least one reference to norton.casework@mail.house.gov.

The deadline to apply is 5:00 pm EST, Friday, December 13th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-505-24

The Office of Congressman Robert Garcia (CA-42) is currently hiring for a Paid Part-Time **Press Intern** position (asap - Spring 2025) to work in the Washington, D.C. office. The Press Intern works closely with the communications team.

Primary educational opportunities and responsibilities will include:

Compiling daily news clips.

Drafting press releases and other written materials.



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Copy editing written materials.
Maintaining press lists.
Clipping committee remarks and cable hits.

The ideal candidate must be able to work in a fast-paced environment and have previous experience in communications with attention to detail and deadlines.

All qualified applicants, including candidates of diverse backgrounds, are 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.

Interested applicants should send a one page resume, 1 sample press release, and 2 relevant sample tweets to sara.guerrero@mail.house.gov and emily.kassner-marks@mail.house.gov with “INTERN APP: Full Name” in the subject line.

Applications will be reviewed on a rolling basis.

MEM-499-24

The Office of **Congresswoman Sydney Kamlager-Dove** (CA-37) is seeking interns for our Washington, D.C. office for the Spring 2025 term.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

Intern Expectations:

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

Press interns can expect to:

- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Create graphic design posts for social media
- Compile daily press clips
- Edit video clips
- Maintain press lists
- Answer phones and assist in correspondence as needed.



In our DC office, you can apply to be EITHER a Legislative OR Press intern. In our Los Angeles office, you will be a general office intern.

Internship Dates and Details:

Spring internships are slated to start early January and go until late April/early May, with some flexibility. Interns are expected to work **in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships at this time.**

Deadline: Applications must be submitted **by 6 p.m. ET on Friday, December 13th**

To apply: Interested applicants should send their resume, a brief cover letter, a writing sample, and a digital sample (in one document) to:

CA37.internships@mail.house.gov for DC office internship.

Use the subject line “First name Last name [press] – Spring 2025 internship”

MEM-496-24

Congressman French Hill (AR02) seeks **interns** to serve in his offices in Washington, D.C., and Arkansas.

Interns will work in a fast-paced office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include (but are not limited to) interacting with Arkansans and other visitors, conducting legislative research and writing, drafting communications materials, and assisting Arkansans with matters before the federal government.

Ideal candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Social media and other communications experience are a plus. Successful interns will be self-starters, listen to and take direction, and be willing to work both independently and as part of a team.

Standard internships take place as follows:

- Spring: January through May
- Summer: May through August
- Fall: September through November

Internships outside of this schedule may be offered on a case-by-case basis. Paid and unpaid internships are available.



Interested individuals should send a resume and cover letter to ar02.applications@mail.house.gov. For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

MEM-491-24

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 **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-489-24

The Democratic Staff of the House Energy and Commerce Committee seeks a motivated and creative part-time or full-time **Press Intern** for Spring 2025. The press intern will work closely and collaboratively with a fast-paced communications team. Qualified candidates should have strong writing and social media skills, graphic design experience, and a desire to create engaging communications content. Knowledge of video editing software is a plus.

Responsibilities may include:

- Compiling daily press clips
- Designing graphics
- Editing and captioning videos
- Drafting news releases, social media and e-newsletter content
- Updating the website
- Compiling weekly reports on press and social media results
- Taking photos at hearings and events



The intern will receive a stipend during the internship, which will ideally run from January to April 2025.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) 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 2025 Press Intern [First Name] [Last Name]” in the subject line. The deadline to apply is December 10, 2024. Please no phone calls or drop-ins.

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.

MEM-483-24

The Washington DC Office of Congressman Pat Fallon is looking for spring 2025 **interns**. In the Washington, DC office, internships run throughout the fall, spring, or summer semesters for college students. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply, please visit the “Internships” page on Congressman Fallon’s website and complete the application:

<https://fallon.house.gov/services/internships.htm>

MEM-482-24

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. office for the Spring 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office. The Press and Digital Intern will help build out the Congresswoman’s digital and social media presence, with heavy emphasis on creating engaging social media content and graphics.



Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. Press Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues.

To apply, please visit the “Internships” page of Congresswomen Matsui’s official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California’s 7th District are preferred, but not required. All applications are considered on a rolling basis. 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.

MEM-481-24

The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for part and full-time **interns** for the spring internship session. The start date would be as early as January 7th (flexible depending on availability) with a flexible end date. Each intern will receive up to a \$1,000 stipend depending on availability based on a 40-hour workweek.

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 U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

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-477-24

Spring 2025 DC Internship

The office of Congresswoman Susie Lee is seeking full-time, Spring 2025 Interns for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned. Successful candidates will work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred. Interns will be eligible for a



monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to NV03Resumes@gmail.com with “Spring 2025 DC Intern - [Last Name], [First Name]” in the subject line. No phone calls or walk-ins please.

MEM-472-24

Winter/spring internships in Congresswoman Michelle Steel’s office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. Interns are paid on an hourly basis. Start dates would be expected in early to mid-January.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of California’s 45th district. Interns would be exposed to a wide range of policy areas, including the Congresswoman’s work on the House Ways and Means Committee, Education and Workforce Committee, AI Task Force, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

