



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of February 13, 2023

MEM-080-23 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Applicants must be available to begin as soon as possible. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

Intern responsibilities include:

- *Compiling press clips by 9:30am ET every morning
- *Social media strategizing for increased growth
- *Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- *Creating graphics for social media, knowledge of Photoshop or Canva preferred
- *Drafting speeches
- *Drafting short newsletters
- *Editing written materials, such as newsletters or press releases
- *Other duties as needed to support the communications team

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable) to KrishnamoorthiPressInternship@gmail.com.

MEM-079-23 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of 2023.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. We are hoping to have the intern start immediately with full time availability.

Please send resumes to Jaylene.kennedy@mail.house.gov.

MEM-067-23 The office of Congressman Morgan Luttrell (TX – 08) is seeking full-time and part-time Spring 2023 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a Congressional intern and may also receive opportunities to assist the Legislative and Communications Staff. As a result, interns learn about the legislative process and the many other functions of a Congressional office. The office hours run from 9:00 AM to 5:00 PM.

Interested applicants should email a cover letter and resume to Landry.Cunningham@mail.house.gov.

MEM-065-23 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2023.

*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 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 24, 2023, 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-059-23 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Summer 2023 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to savannah.coughlin@mail.house.gov with "Summer 2023 Internship" in the subject line.

MEM-057-23 The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person summer **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff.

Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and ability to manage multiple tasks at once. The ideal candidate can work a full-time schedule with operating hours of 9:00 am to 6:00 pm when

Congress is in session and 9:00 am to 5:00 pm when Congress is in recess. Kansas City and Missouri ties are a plus.

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.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to MO5internships@mail.house.gov with “Clever Internship Summer 2023” as the subject line. Additionally, candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until February 28th. Please, no phone calls, faxes, or drop-ins.

MEM-054-23 Summer Intern (Paid) - Congresswoman Kay Granger’s (TX-12)

Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Summer 2022 Internship” to Jerome.Vainisi1@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

MEM-053-23 The Office of Congressman Robert Garcia (CA-42) is currently hiring for a Paid Part-Time Press Intern position (Spring 2023) to work in the Washington, D.C. office. The internship will run through early May 2023.

The Press Intern works closely with the communications team.

Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media

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

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, 3 relevant sample tweets, and a social media/graphic design example to sara.guerrero@mail.house.gov and marissa.davis@mail.house.gov with “Full Name - Spring Press Intern 2023” in the subject line.

Applications will be reviewed on a rolling basis.

MEM-049-23 The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this spring.

Digital 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.

MEM-047-23 The Office of Democratic Congressman Eric Sorensen (IL-17) seeks paid Press **Interns** for the D.C. office.

This internship is a great opportunity for individuals with a strong desire to gain public service experience and insight into Capitol Hill. We are hiring immediately. Hours may be flexible to accommodate students' course schedules, although student status is not required. The duration of the internship will be through approximately April 30, 2023. Start date may be flexible. This is an in-person internship. While Press Interns will work closely with the Communications staff, they will assist all teams with day-to-day office tasks.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Intaking constituent comments
- Coordinating tour requests
- Compiling daily clips
- Drafting press releases and other written materials

- Maintaining press lists
- Creating graphics for social media
- Assisting with updates to the Member's official social media channels
- Attending congressional briefings and hearings
- Drafting constituent correspondence

The ideal candidate will be able to work in a fast-paced environment and have previous intern experience in communications. We are looking for candidates with an eagerness to learn, customer service skills, and a strong interest in public service.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, military status, age, marital status, or parental status. We strongly encourage members of underrepresented communities to apply, including working students, returning students, and students who are parents to apply.

To apply, please send a resume, cover letter, and 2-3 references to emma.millspaugh@mail.house.gov with the subject line "Last Name - DC Spring Intern." Applications will be reviewed on a rolling basis.

MEM-046-23 The Office of Democratic Congressman Eric Sorensen (IL-17) seeks paid **Interns** for the D.C. office.

This internship is a great opportunity for individuals with a strong desire to gain public service experience and insight into Capitol Hill. We are hiring immediately. Hours may be flexible to accommodate students' course schedules, although student status is not required. The duration of the internship will be through approximately April 30, 2023. Start date may be flexible. This is an in-person internship.

Duties include but are not limited to:

- Answering phone calls
 - Greeting office visitors
 - Intaking constituent comments
 - Drafting constituent correspondence
 - Coordinating tour requests
 - Attending congressional briefings and hearings
 - Assisting operations, communications, and legislative staffers with various tasks
- Other duties will be based on the intern's interests. We are looking for candidates with an eagerness to learn, customer service skills, and a strong interest in public service.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual

orientation, or age. We strongly encourage members of underrepresented communities to apply, including working students, returning students, and students who are parents to apply.

To apply, please send a resume, cover letter, and 2-3 references to emma.millspaugh@mail.house.gov with the subject line “Last Name - DC Spring Intern.” Applications will be reviewed on a rolling basis.

MEM-044-23 The office of Congresswoman Sydney Kamlager-Dove (CA-37) is currently hiring a Paid Full Time Spring Press **Intern** to work in the Washington, D.C. office.

The press intern will work closely with the communications team in a fast-paced, battleground Congressional office. The internship will begin in January and run through early May 2023.

Responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media
- Assisting with updates to the Member’s official social media channels

The ideal candidate will be able to work in a fast-paced environment and have previous intern experience in communications.

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 resume, one writing sample (or cover letter), and any additional social media/graphic examples that they wish to include to ca37staff2022@gmail.com with “Full Name - Spring Press Intern” in the subject line. Applications will be reviewed on a rolling basis.

MEM-008-23 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Spring 2023 and Summer 2023 semesters. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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 cover letter, resume, and brief writing sample to housedemjobs@gmail.com with "Legislative Fellow" in the subject line.