



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of September 27, 2021**

**MEM-382-21** The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Allie Woodward at [internships.co04@mail.house.gov](mailto:internships.co04@mail.house.gov) with the subject line "Fall 2021 Internship." Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible).

Applications will be reviewed on a rolling basis. The anticipated start and end dates will be determined based on individual circumstances.

**MEM-381-21** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** through December 2021.

The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

Qualifications: Applicants should have (i) an interest in public service; (ii) a desire to learn; and (iii) exceptional analytic skills. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants must be pursuing an advanced degree to be eligible for this internship. Applicants should be willing to work full time.

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Internship GovOps” to [Government.Operations@mail.house.gov](mailto:Government.Operations@mail.house.gov) with “2021 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

**MEM-380-21** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring internship session. The start date would be as early as Dec 10 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to [JeffVanDrewNJ@gmail.com](mailto:JeffVanDrewNJ@gmail.com). 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-377-21** The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Legal Internship" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-357-21** The House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration and International Economic Policy – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time **intern** for Fall 2021.

The legislative intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is a U.S. based remote eligible position beginning as soon as possible in September. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line “Fall 2021 Internship Application.”

Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

**MEM-353-21** Congressman Steve Cohen (TN-09), Chairman of the Constitution, Civil Rights and Civil Liberties Subcommittee, is accepting applications for a full-time legal **fellowship** position in his Washington, D.C. office.

Positions are available starting October 1, 2021, through December 31, 2021, with an opportunity for an extension. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines.

Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect to work on a variety of issue areas including matters before the House Judiciary

Committee. Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for recent law school graduates seeking substantive Capitol Hill experience. No undergraduate students will be considered. Tennessee ties are preferred, but not required.

A stipend will be provided to qualifying fellows. Interested applicants should email a resume, cover letter, a short writing sample and references to [Cohen.jobs@mail.house.gov](mailto:Cohen.jobs@mail.house.gov) with "Legal Fellowship" in the subject line. Please, no calls or walk-ins.

**MEM-347-21** The office of Congresswoman Cori Bush (MO-01) is seeking a Press/Digital **intern** to join a dynamic team intent on doing the most for everyone in St. Louis, starting with those who have the very least.

The Press/Digital Intern will build press lists, draft social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), assist with press clips, design graphics, and create short video clips as needed. The intern will be an integral part of the communications team, generating engaging content for the Member and supplying creative ideas throughout the week. Ideal applicants will have a background the Adobe creative suite.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities 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, criminal history or parental status.

LOCATION: St. Louis District office or Remote

COMPENSATION: \$15/hr (15 to 20 hours per week)

START DATE: September 6, 2021\*

END DATE: December 17, 2021 \*

\*Dates subject to change/availability

To apply, please visit: <https://forms.gle/my6ZvfPjnvicQ3Gi7>

**MEM-307-21** The House Judiciary Committee Democratic staff are looking for **interns** for the spring semester.

The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand

and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law. Stipends will be available to spring interns.

Intern assignments will vary depending on the work of the Judiciary Committee each semester.

Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee 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.

The deadline to apply for the spring semester is October 1, 2021.

This internship is based in Washington, DC. To learn more and apply, please visit [judiciary.house.gov/about/internship-opportunities.htm](https://judiciary.house.gov/about/internship-opportunities.htm)