



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of February 12, 2024

MEM-061-24 DC Press Internship

Rep. Katie Porter (CA-47) seeks a highly motivated intern for her DC office spring press internship program. This internship is expected to start by April 1 and we are open to end dates in June. The ideal candidate is highly organized, creative, able to multitask, has strong written and verbal communication skills, an interest in communications, and able to learn and use Adobe Premiere Pro and Photoshop.

KEY JOB RESPONSIBILITIES

- Compile daily press clips
- Draft social media posts, press releases, and other written materials
- Clip and caption video content for digital platforms
- Design graphics for use across social media platforms
- Research media contacts/reporters and pitch stories to press
- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Respond to constituent messages through phone calls or emails as needed
- Perform other duties as assigned by the communications staff

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. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm, however hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume, and a small portfolio with a writing sample and 2-3 graphics, videos, or other creative content to CA47.Internship@mail.house.gov with "Spring 2024 DC Press Internship" in the subject line.

The deadline for submission is Sunday, February 25th at 11:59 PM EST. No phone calls.

MEM-058-24 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work with her team.

This **internship** will be primarily in-person in the Washington, DC office with potential for some occasional remote work. The timing of the internship is flexible based on the candidate's schedule but would ideally start in mid-May and could last up to 12 weeks. The intern would work with the Congresswoman's dynamic team to improve the lives of Seventh District constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions over the phone and through the mail, draft correspondence, and assist with other office administration tasks;
- Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process;
- District research: research and compile information for district events and outreach;
- Communications: collaborate with the Communications team on tasks as needed such as writing letters; and
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES:

- Responsible, reliable, punctual
- Has knowledge of the district, its constituents, and its needs
- Able to problem solve, think quickly, adapt, and handle sensitive information

HOURS & COMPENSATION: The schedule is flexible and based on candidate's schedule. This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

TO APPLY: Please submit a resume and a 1-page cover letter that answers the following questions in a single PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application.

Email this information to Spanberger.Inquiries@mail.house.gov with the subject line “Summer 2024 Internship – First Name, Last Name.”

DEADLINE: Applications received by March 8, 2024 will be considered.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-052-24 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2024. This is an in-person opportunity with some hybrid work-from-home hours possible. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee’s 9th District are preferred but not required. Start dates are flexible. Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee’s 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-051-24 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full time **interns** for the summer internship session. The start date would be starting in early to late May 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 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-050-24 Representative Mary Gay Scanlon (PA-05) Paid Summer 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 “Summer Legislative Internship, NAME” by March 30th, 2024. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-048-24 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 Summer 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-047-24 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. offices.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. 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_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab.

All applications are due on March 10th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Bridget Pegg (bridget.pegg@mail.house.gov)

MEM-045-24 The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications to fill a part-time and unpaid **internship** vacancy during the Spring 2024 semester at the Washington, D.C. office.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence. We are seeking an intern who can work during standard business hours, preferably on Mondays and Wednesdays.

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary but preferred.

Interested candidates should submit their resume and at least one (no more than three) writing samples to joseph.harrington@mail.house.gov

MEM-043-24 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 Summer 2024 term runs from May through August 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

All applicants should apply by March 15 at 11:59 p.m.
at <https://schiff.house.gov/help/internships>

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.

MEM-038-24 The Office of Congresswoman Lisa Blunt Rochester (DE-At Large) seeks exceptional students that are committed to public service to serve as **interns** in our DC and DE offices this summer. The summer internship is from June 2024 – August 2024.

In Washington, D.C., interns' responsibilities will vary and include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.

In the district offices, interns may be asked to help with day-to-day office work such as answering phones, writing letters, and assisting with media clips. In addition, interns may be assigned to work on various constituent casework issues and Delaware-based special projects.

To apply, please send one compiled PDF of your resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and the contact information for two references to LBR.Internship@mail.house.gov, indicating the office (DC, Wilmington, or Georgetown) and the term you are applying for in the subject line (i.e. “DC Summer 2024 Internship – NAME”).

Please note in the cover letter or body of the email if the internship is for school credit. No phone calls, emails, or drop-ins please.

MEM-037-24 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 by March 15, 2024
at: <https://summerlee.house.gov/internships>

MEM-036-24 **Internships** are available in both the Washington, D.C. and Little Rock, AR offices of Congressman French Hill. Applications should be submitted by March 1, 2024 but early applications are encouraged.

In Washington, interns will work in a fast-paced Capitol Hill office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. D.C. internships will be approximately 5 weeks for Session One (late May - late June) and Session Two (early July - early August).

Interns in D.C. also will have the opportunity to:

- Conduct research on various legislative issues
- Assist with mail correspondence
- Attend Capitol Hill briefings, congressional hearings, and press events
- Assist with our communication team edit and write newsletters, blogs, and memos
- Guide constituents on Capitol tours

In Little Rock, interns will work closely with district office staff in various constituent services areas and will have the opportunity to:

- Focus on constituent services
- Assist in answering constituent phone calls
- Assist staff with outreach and special projects as needed

Internships in Little Rock will be for 8 weeks (late May - late July). Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience a plus. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks.

Please send a resume, cover letter, and two references to ar02.applications@mail.house.gov to apply. When submitting your application, please indicate which office location and which summer 2024 term (if applicable) you are applying for.

MEM-035-24 The Office of Congressman Maxwell Alejandro Frost is hiring an **intern** in our Washington, D.C. office for the spring 2024 semester. Interns will gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but we generally require 35 hours a week and pay \$18 an hour.

Interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, fulfill tasks for communications 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 functions of a congressional office.

District and Florida ties preferred. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should apply on our website via <https://frost.house.gov/services/internships> and indicate which term they wish to apply for. Applications are accepted on a rolling basis.

MEM-034-24 The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate 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 officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and 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. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Summer 2024 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 unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-031-24 The Democratic staff of the U.S. House Select Committee on the Strategic Competition between the United States and the Chinese Communist Party seeks qualified undergraduate students and graduates for a paid press **internship** for the Spring 2024 session. This position is hybrid (in-office and remote).

Our ideal candidates are organized, committed, and eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process.

Ideal candidates possess strong organizational, communication, research and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. Interns play a key role in the office and will work closely with Committee staff.

Familiarity with tools and techniques of social/digital media is required; knowledge of Canva is strongly preferred.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. A background and/or interest in subject areas related to the People's Republic of China is strongly preferred.

Interested applicants should submit their resume, cover letter, and one writing/graphic sample to SCCDems.resumes@mail.house.gov. Please put “Spring 2024 Press Intern Application” in the subject line. In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-022-24 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 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.

MEM-016-24 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time paid **interns** for the Summer 2024 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting

responses to constituent correspondence, attending briefings and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr. unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to Jayapal.DCInternships@mail.house.gov with the subject “2024 Summer Internship Application – FirstName LastName” by Sunday, March 31st.