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Member and Committee Offices

Internship Opportunities

Member and Committee Openings

Week of [October, 07, 2024]

MEM-402-24

Constituent Advocate (District Office)

Office of Congresswoman Jill Tokuda

Rep. Jill Tokuda is looking for an enthusiastic and highly motivated individual to join her district staff in her Honolulu Office. This position works with constituents who request assistance and acts as a liaison to federal, state, and local agencies. The ideal candidate would have strong customer service skills and the ability to write quickly and effectively. Attention to detail and the ability to work in a fast-paced environment is required.

ESSENTIAL JOB FUNCTIONS:

- Works with constituents who request assistance and maintains up-to-date files on all cases.
- Manages casework through a constituent management system and handles cases in a timely and responsible manner, which includes working with federal, state, and local agencies.
- Answers phones, checks voicemail, and responds to calls or refers calls to appropriate staff. Greets and assists visitors.
- Reviews, processes, and distributes mail.
- Prepares written responses to constituent inquiries and congratulatory messages.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter and resume to hawaii02jobs@gmail.com.

MEM-392-24

Congresswoman Emilia Sykes seeks a **Communications Director** to serve in their Washington, D.C. office. Candidates must be proactive, possess superior written and oral communication skills, and be able to execute a robust communications strategy. This is



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not an entry-level position. Only candidates with prior political or legislative communications experience will be considered.

Primary responsibilities:

- Creating and executing a robust communications plan;
- Establishing and maintaining relationships with Ohio, national, and D.C.-based media;
- Advancing press events and staffing the Member as needed, including occasional night and weekend commitments;
- Drafting and distributing press releases, statements, and media advisories; Creating, editing, and strategically placing op-eds;
- Overseeing the development of social media content creation, including rapid response;
- Managing a franked communications plan including text messages, e-newsletters, digital ads, radio ads, 499s, mailers, etc;
- Pitching to reporters and producers, responding to press inquiries, and serving as the main point-of-contact for media;
- Updating the website as needed;
- Managing the Press Secretary; and
- Performing other duties as assigned.

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.

The salary range for this position is \$90,000-\$100,000 based on experience.

To apply, please send a resume, three references, and two writing samples in one pdf to JoinTeamSykes@mail.house.gov with the following subject line: Full Name – Communications Director.

MEM-388-24

Representative Seth Moulton (MA-06) seeks a **Legislative Correspondent & Communications Assistant** for his Washington, DC team. This individual will play a role in the development of all written products, including but not limited to constituent mail; the 499 email program; newsletters; press advisories and releases; and speeches and talking points. Exceptional writing skills are non-negotiable for this role. This position also manages other outward facing constituent communications including tours, flags, incoming calls, and visitors, and coordinates the DC office intern program (recruiting, onboarding, managing).

The ideal candidate is an excellent, clear, and concise writer who can adapt to the voice of the Congressman. This candidate has organizational and problem-solving skills,



impeccable attention to detail, a great sense of humor, a commitment to public service, and a desire to be part of a highly collaborative, high-achieving team.

Capitol Hill experience and Massachusetts ties are a plus.

Interested applicants should email a resume and cover letter, showcasing exceptional writing abilities, to ma06.resumes@mail.house.gov with the subject "LCCA: LAST NAME" by 5pm on Wednesday, October 9th.

Responsibilities:

- Managing and responding to all campaign mail, web messages, and phone calls from constituents
- Drafting new form letters, rapid response emails, managing form letter approval process, and maintaining form letter database
- Supporting the Communications Director by helping draft and edit all written products
- Internship program management, including delegating flag requests, physical mail in the office, tours, and constituent phone calls
- Biweekly mail report
- Other duties as assigned

This office is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

MEM-387-24

Congresswoman Alma S. Adams, Ph.D. (NC-12) is seeking an organized, detail-oriented individual to serve in the position of **District Liaison** in a fast-paced and highly collaborative Charlotte District Office. Successful candidates will have familiarity with Federal agencies, excellent written and oral communication skills, the ability to exercise discretion and independent judgement, and will be team oriented. Additionally, a strong knowledge and/or connection to Mecklenburg and Cabarrus Counties is preferred, but not required. This is a full-time and in-person position.

Core Responsibilities include: (but not limited to)

- To act as a liaison with federal, district, and local agencies on behalf of the Member and constituents.
- Managing and navigating constituents' casework through federal agencies to ensure fair and timely responses to their problems.
- Referring constituents to appropriate state or local agencies for non-federal issues.
- Assessing casework and community activities for matters warranting legislative action.
- Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member/Office.
- Works well under pressure and handles stress.



- Meeting with constituents and answering casework correspondence.
- Continually screening active cases to ensure they are handled in a timely manner.
- Maintaining up-to-date files on all cases.
- Providing periodic updates to the Manager of Constituent Services and District Director on pending cases.
- Maintaining a good relationship with the Member, staff, and constituents.
- Accepts performance-based criticism and directions.

Additional responsibilities include: (but not limited to)

- Stakeholder engagement.
- Event planning and staffing.
- Administrative support for office operations.

Greeting visitors.

- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Telephone calls and logging incoming and outgoing correspondence.

Qualifications:

- Bachelor's Degree.
- Background in Social Work preferred, but not required.
- Background in Customer Service preferred, but not required.
- Ability to communicate with diverse populations of individuals.
- Prior experience working for/with an elected official is preferred.

Skills and Knowledge Required:

- Demonstrate a strong commitment to public service.
- Microsoft proficiency.
- Knowledge of all issues and events in the district in which the Member is involved.
- Ability to work as a part of a dynamic team.
- Be creative in problem solving.
- Have excellent oral/verbal and written communication skills.
- Thoroughness and careful attention to detail.
- Ability to exercise discretion and independent judgment.
- Ability to work cooperatively and courteously with others in a fast-paced office.
- Have basic knowledge of federal agencies and the political process.
- Have knowledge of the Twelfth Congressional District.

All applicants must be able to work a flexible work schedule; be available some nights (after work hours), weekends and holidays.

We prefer applicants live in the 12th congressional district (but not required).

If interested in applying, send resume and cover letter directly to the Deputy Chief of Staff and District Director, Sandra A. Brown at Sandra.Brown@mail.house.gov. Closing date for this position is October 18, 2024.



PLEASE NOTE: If you do not submit a cover letter along with your resume, you will not be considered for this position.

MEM-382-24

The **Military and Veterans Affairs Liaison** is responsible for maintaining relationships with veterans, military members, military installations and organizations, veterans organizations and offices, and other like entities within the district. Additionally, the liaison will be responsible for all military and veterans related casework and lead the office's service academy nomination process.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents, organizations, etc;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Acts as a liaison to and notifies the appropriate media when the Member will be in the liaison's area and works with the Member's Scheduler and Press Secretary to ensure appropriate media participation;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Director of Constituent Services;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Assists with the handling of office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains a good working relationship with the Member, staff, and constituents;
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- Bachelor's degree or equivalent combination of education and experience preferred;
- Previous office experience is preferred;



- Previous experience working for a Member of Congress, elected official, or government agency preferred;

SKILLS AND KNOWLEDGE REQUIRED:

- Meets attendance requirements as established by the office;
- Accepts performance based criticism and directions;
- Strong oral and written communication skills;
- Works well under pressure and handles stress;
- Works a flexible schedule including some nights and weekends;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment;
- Ability to work in a small work station without an expectation of privacy.
- This job is primarily performed in-person
- This position will be in the District Offices of Congressman Max Miller (Medina and Parma, Ohio)

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume to Raymond.Paoletta@mail.house.gov.

Notice:

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.



MEM-381-24

Representative Seth Moulton (D-MA) is hiring a hard-working, dynamic, and team-oriented **Digital Communications Manager** or **Director** for his Salem Congressional Office. Salary and title are commensurate with experience and competitive with similar public service jobs.

The Digital Communications staffer will be responsible for managing Congressman Moulton's digital brand – including paid and organic social media, email newsletters, the Congressman's official website, and more. This role will also be charged with expanding the team's use of video, educating our constituents about Congressman Moulton's work, and creatively engaging and growing our online audiences.

This position will also support the drafting and distribution of written materials like media advisories and remarks for District events. They will frequently attend events with Congressman Moulton and capture video and photos for social media and newsletter content.

This position is based out of the Salem, MA office and will report directly to the DC-based Communications Director. The communications team will work together seamlessly across Washington and Massachusetts. This is not an entry level position.

To apply: send your resume, cover letter, three references, and the three things you've created professionally (at least two written products) that best represent your work to MA06.Resumes@mail.house.gov by 11:59 PM EST on October 1st, 2024.

Desired Attributes and Skills:

- You're a clear and concise writer who can adapt to the Congressman's voice.
- You are passionate about digital communications and have an excellent knowledge of the social media landscape. You have experience managing the digital brand of a principal, brand, or organization.
- You are proficient in graphic design (i.e. Canva) and video editing tools (light editing and captioning), and photography.
- You are organized and excellent at time-management. You are comfortable moving in between tasks and making decisions about prioritization in the moment.
- You have some experience conceptualizing communications strategies and want to expand that knowledge.
- You're proactive, extremely collaborative, and adaptable. You love fast-paced environments and are ready to learn new things.
- You believe in the importance of public service.

Qualifications:



The ideal candidate has at least 2-3 years of full-time experience working as part of a communications team. We are looking for someone with new and creative ideas who has excellent instincts, is quick-thinking and proactive, and who is diplomatic with the ability to build strong relationships. You should be interested in learning and writing about a wide range of policy issues – from national security to tax reform. You are ultimately a thought partner who will work across every corner of our team to elevate the work that we do everyday.

You don't have to be an expert on how Congress works, but at a minimum you are interested in learning more about the federal government – and about the 6th District – while honing your skills. You might not have all the desired skills for this job, but you should have experience with the fundamentals of graphic design, video, photography, and social media. You should also be a clear and concise writer with the ability to adapt your writing style to the Congressman's voice.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions or any other characteristic protected by law.

MEM-378-24

This is a full-time on-site role as a **District Scheduler / Staff Assistant** at the Office of Congressman Brad Schneider in Lincolnshire, IL. The role involves handling day-to-day scheduling tasks and providing administrative support to the office.

Job Duties:

- **Coordinate In-District Scheduling:** Organizes, coordinates, and manages Congressman Schneider's schedule for in-district meetings and events.
- **Collaborate with Operations:** Partners closely with the Director of Operations (DC) to manage meeting and event requests, draft event memos, and maintain ongoing communication with event organizers.
- **Create a Positive Office Environment:** Provides a welcoming atmosphere and ensures a positive first impression for constituents, visitors, and stakeholders.
- **Manage Communications:** Handles incoming calls with professionalism, poise, and efficiency.
- **Capture Constituent Feedback:** Collects and documents input from constituents on policy issues for the Member's review and response.
- **Oversee Internship Program:** Recruits, interviews, and onboards interns for the District Office internship program.
- **Support Casework Intake:** Assists in the casework intake process for constituents seeking assistance and maintains assigned casework records.
- **Plan and Execute Outreach Programs:** Develops, supports, and participates in office outreach programming as directed.



- Adapt to Feedback: Receives and incorporates performance-based feedback and direction.
- Thrive Under Pressure: Demonstrates the ability to work well under pressure and manage stress effectively.
- Ensure Reliable Attendance: Meets established attendance standards set by the office.
- Provide Event Support: Staffs and transports Congressman Schneider to and from events.
- Perform Additional Responsibilities: Undertakes other duties as assigned.

Qualifications

- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Proficiency in Microsoft Office suite
- Ability to multitask and work in a fast-paced environment
- Attention to detail and accuracy
- Previous experience in scheduling or administrative support is a plus
- Bachelor's degree in a relevant field

To apply: All interested candidates are encouraged to submit a resume and writing sample in a single PDF attachment to IL10.Jobs@mail.house.gov with the subject line "District Scheduler / Staff Assistant - [applicant's last name]". Applications will be considered on a rolling basis. No calls or drop-ins please.

Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex marital or parental status, national origin, age, disability, gender identity, or sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request accommodation at any time during those processes.

MEM-377-24

Congresswoman Robin Kelly (IL-02) seeks a **District Press/Digital Assistant** for her Hyde Park, IL or Matteson, IL office who is a highly motivated and detail-oriented individual with experience in communications, digital media, and social media. This position will work closely with and report to the Communications Director to assist with press operations - such as talking points, press events, and direct constituent communications - and produce digital content across social media platforms.

The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social



media platforms, and will be a team player with an ability to handle multiple tasks at once. Excellent writing and strong organizational skills are essential, 1-2 years of relevant experience (including internships) is preferred. Illinois ties are a plus.

RESPONSIBILITIES:

- Compiling daily press clips
- Drafting press releases, op-eds, advisories, newsletters, and other written materials
- Taking photos and videos at District events
- Clipping, editing, and captioning videos
- Creating social media content and website content
- Attending and assisting at District outreach events
- Creating engaging graphics
- Creating and maintaining press lists
- Staffing the Congresswoman for in-district press opportunities
- Organizing the responsibilities of the communications department to ensure all priorities are given adequate attention
- Other tasks as needed

PREFERRED QUALIFICATIONS:

- Excellent oral & written communication skills
- Some photo, video or web experience
- Ability to manage and prioritize multiple tasks
- Comfortable with a constituent-facing role
- Basic understanding of the Congressional political process

This is a full-time position based in Congresswoman Kelly's Illinois office. Employees are expected to work from the office with some work from home flexibilities. This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested candidates must submit a resume to jessica.lee@mail.house.gov with the following subject line: "Last Name – Press/Digital Assistant." Qualified candidates should submit a single PDF saved with LastName.FirstName.PressAssistant to include:

- Cover letter
- Resume
- Two writing samples
- Two digital examples



MEM-135-24

PRESS SECRETARY- The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director.

This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter to oh3.jobs@mail.house.gov using the following subject header: PRESS SECRETARY: First name, Last name.

MEM-451-23

The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented.



This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

SALARY

Commensurate with experience. Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to ellis.mcginis@mail.house.gov with "Legislative Director/Counsel" in the subject line. This position will remain open until filled.



Incomplete applications may not be considered. This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.

Internship Openings

Week of [October, 07, 2024]

MEM-408-24

Congressman Gabe Amo's (RI-01) Washington, D.C. office is seeking **interns** for the Spring 2025 session. Interns would be expected to start in January and stay through May or June. These internships provide students with an opportunity to learn more about the workings of a congressional office and to see the legislative process first-hand. Interns will be expected to answer phones, sort mail, research legislation, attend hearings and briefings, write memos, give tours of the Capitol, and draft constituent letters on various issues and other matters as assigned.

Applicants with Rhode Island ties and of diverse backgrounds are highly encouraged to apply. The 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.

To apply please send a copy of your resume, cover letter, and a 1-2 page writing sample to alex.nelson@mail.house.gov by 10am on Friday, October 18th with the subject line "DC Intern Application - Full Name." Please no phone calls or walk-ins regarding the status of your application.

MEM-407-24

Job Opening: **Spring DC Fellowship**
Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for a legislative fellowship during the Spring 2025 term. This fellowship is a great opportunity for individuals in professional programs who seek to gain an in-depth legislative experience. This is a full-time, in-person position.

Fellows assist the legislative team with drafting legislation, assisting with stakeholder meetings, and helping with committee assignments.



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Duties include but are not limited to:

- Performing Research (CRS, the Library of Congress, MIN, or other available resources)
- Attending meetings on behalf of the office
- Drafting talking points, proclamations, and various briefings
- Staffing the Congressman at various events
- Tracking and responding to constituent requests and letters
- Helping find legislative opportunities for sponsorship and co-sponsorship
- Performing tasks and duties as needed to help day to day activities of the office

Other duties will be based on the fellow's interests.

We are looking for candidates with an eagerness to learn, research skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and research experience are pluses. Must be in a program that sponsors your fellowship.

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 BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to HR.Thanedar@mail.house.gov with the subject line “Last Name - Spring DC Fellow Application.” The application deadline is November 15, 2024. No calls or drop-ins, please.

MEM-406-24

Job Opening: **Spring DC Internship**

Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for press and legislative internships during the Spring 2025 term. This internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, in-person position.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Drafting constituent correspondence
- Coordinating tour requests and leading tours of the Capitol
- Attending congressional briefings, hearings and other professional development events
- Drafting press releases to be posted on the website and social media accounts
- Researching legislation and writing cosponsor memos for the legislative team
- Assisting operations, communications, and legislative staffers with various tasks



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Other duties will be based on the intern's interests.

We are looking for candidates with an eagerness to learn, customer service skills, and strong writing skills. Start and end dates are flexible. MI-13 ties and service industry experience are pluses.

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 BIPOC-identifying individuals and members of other underrepresented communities to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample in one combined document to HR.Thanedar@mail.house.gov with the subject line "Last Name - Spring DC Press or Legislative Intern Application." The application deadline is November 15, 2024. No calls or drop-ins, please.

MEM-405-24

Congressman Gabe Amo's (RI-01) Pawtucket office is seeking **interns** for the Spring 2025 session. Interns would be expected to start in early to mid-January. These internships provide students with an opportunity to learn more about the workings of a congressional district office and to see the constituent service process first-hand. Interns will be expected to answer phones, sort mail, assist constituents, conduct research, write memos, and draft constituent letters on various issues and other matters as assigned.

Applicants with Rhode Island ties and of diverse backgrounds are highly encouraged to apply. The 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.

To apply please send a copy of your resume, cover letter, and a writing sample to sara.terrien@mail.house.gov by 10:00am on Friday, October 18 with the subject line "Intern Application - Full Name." Please no phone calls or walk-ins regarding the status of your application.

MEM-404-24

FERN HOLLAND INTERNATIONAL AFFAIRS FELLOWSHIP

Congressman Moulton offers a full-time, paid foreign policy fellowship in our Washington, D.C. office. This opportunity is only open to candidates who are currently Pell Grant-eligible or who were Pell Grant-eligible while pursuing their bachelor's degree. Current undergraduate students, current graduate students, and recent college graduates are welcome to apply, though preference is given to graduate students. The fellow will work on assignments



on foreign policy and national security, in addition to some regularly assigned intern responsibilities.

RESPONSIBILITIES

- Conducting legislative research.
- Taking notes at briefings and hearings.
- Organizing research from Members of Congress and outside organizations.
- Writing briefings for the Congressman.
- Drafting questions for House Armed Services Committee and Select Committee on China hearings.
- The full fellowship description can be found [here](#).

APPLICATIONS

If you have trouble accessing the application form above, please email Emerson Jacobson (Emerson.Jacobson@mail.house.gov)

You will need a cover letter and resume to apply

If you are selected for an interview, a staff member will contact you

Applications are reviewed on a rolling basis

If selected, you will be required to submit a FAFSA form.

MEM-403-24

The House Natural Resources Committee Democrats seek full-time **interns** for Spring 2025 (beginning of February – end of May). Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aid communications.

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the United States, and has a passion for working to dismantle these systems.

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national



origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.

The application deadline is close of business on October 25. Interested candidates should apply by visiting the House Natural Resources Committee Democrats website at <https://democratsnaturalresources.house.gov/internships>.

Due to the volume of applicants, we will only be reaching out to candidates who are being actively considered for this position.

MEM-401-24

The office of Congressman Kevin Kiley is seeking full or part-time **interns** for the FALL 2024 term. Position duties include attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply.

Interested applicants should send their resume and availability. Please use “Kevin Kiley Internship” in the subject line. Please send resumes to Anthony.euceda@mail.house.gov

MEM-400-24

The Washington D.C. Office of Representative Brad Sherman CA-32 will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted October 1st, 2024 – November 8th, 2024.

Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;



- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Other administrative tasks as assigned
- As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should be a self-starter with strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. CA-32 ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to brads.interns@mail.house.gov with “CA-32 Spring 2025 Internship” in the subject line.

For more information on the internship please visit:

<https://sherman.house.gov/contact/internships>

MEM-399-24

Congresswoman Lois Frankel’s (FL-22) D.C. office seeks **interns** for the upcoming Spring 2025 semester. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office’s priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.



Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be given to accepted applicants.

Deadline to apply is Friday, October 18, 2024, by 11:59pmEST. If 50 applicants have applied, applications will close before the deadline.

Application Link:

<https://frankel.house.gov/constituentservices/internships.htm>

If you should have any questions, comments, concerns, or are in need of any additional details or materials to pass along the internship posting please feel free to contact me via email at amaris.graham@mail.house.gov!

MEM-398-24

Congressman Mike Levin (CA-49) seeks **interns** for his Washington, D.C., office for the Winter/Spring 2025 term.

These internships provide an opportunity for undergraduate students, graduate students, and recent graduates to learn more about the workings of a Congressional office and the legislative process. Interns should have a general understanding of the U.S. political system, value open communication, be eager to grow, and bring a can-do attitude.

Internships last approximately three to four months and are intended to be an educational experience. Internships are offered for either academic credit or a stipend. Internship applicants must be high school graduates. Current students and recent graduates will be given first priority for the internship program.

Legislative intern responsibilities include:

- Attending committee hearings and congressional briefings,
- Conducting policy research and drafting legislative materials,
- Authoring constituent correspondence on a range of policy issues,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and legislative tasks, as directed.

Press intern responsibilities include:



- Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,
- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.
- Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

This 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. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. [Spring2025.Doe.Jane.pdf](#)) to CA49.DCInternships@mail.house.gov by November 15, 2024.

Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

MEM-397-24

In the office of Congressman Tim Kennedy, **internships** run throughout the fall, spring and summer sessions for college students and recent graduates. Students may be eligible for a stipend throughout the course of their internship and will gain an invaluable work experience working under a member of Congress. The hours are flexible to accommodate students' hectic course schedules, but generally run Monday through Friday 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 and the Buffalo District Office, interns' responsibilities will vary, respectively. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and



briefings, write letters, and assist with media clips. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship please email <<ny26internapplication@kennedyny26.com>> with the subject line [Name], [DC or District Intern], [Session (Spring, Summer, Fall)]. In the email, please include an attachment of a resume, cover letter, and three references.\

MEM-396-24

The office of Congressman Kevin Hern (OK-01) seeks motivated and team-oriented **Interns** to assist with various office duties based in his Washington, D.C. office for the 2025 Spring Term (January – April/May). Internships are intended to current undergraduate students, recent college graduates, and students currently enrolled in graduate school.

Responsibilities include, but are not limited to, answering constituent phone calls, taking notes at briefings and hearings, conducting tours of the Capitol, drafting correspondence letters, assembling press and news clips, and assisting staff with other research and administrative duties.

Ideal candidates have a strong interest in public policy, demonstrated responsibility, respectable personal conduct, and are committed to serving the constituents of Oklahoma's 1st Congressional District with the utmost diligence.

Interested candidates should visit <https://hern.house.gov/services/internship.htm> for application instructions.

Application Deadline: November 20th by 5pm CST
Start Date: January

MEM-395-24

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2025 Spring term. Applicants must be based in Washington, D.C. for the duration of the spring internship (mid-January to mid-May, subject to change).

The hours are flexible to accommodate students' course schedules, but generally run from 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 (refer to the House Calendar).
Interns receive a stipend distributed based on total hours worked.

In Washington, D.C., interns' responsibilities will vary.

Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Interacting with members of staff in the D.C. office and virtually with the Rochester office;
- Other administrative tasks as assigned.

As a result, interns will learn about the operations of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)
- Dates of availability

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, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:
<https://morelle.house.gov/congressional-internships>.



Applications should be sent in PDF format to Savannah.Chadwick@mail.house.gov with “NY-25 Spring 2025 DC Internship” in the subject line. The deadline for this internship application is October 14th at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the October 14th deadline.

MEM-394-24

The District Office of Representative Joseph Morelle, NY-25 in Rochester, NY, will be accepting applications for an in-person **internship** during the Spring Semester 2025.

Applications will be accepted September 30th, 2024 – November 1st, 2024.

Interns will be responsible for:

- Completing constituent calls
- Writing letters, certificates, and proclamations
- Day-to-day office work
- Interacting with members of staff in the Rochester office and virtually in the D.C. office
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process.

Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following in one PDF document:

- Resume
- Cover letter
- One-page writing sample
- Dates of availability

Applications should be sent in PDF format to Eric.Gros@mail.house.gov with “NY-25 Spring 2025 District Internship” in the subject line.



The deadline for this internship application is November 1st, 2024, but applicants are encouraged to submit their application early. Interview requests will be sent out following the November 1st deadline.

For more information on the district internship please visit:

<https://morelle.house.gov/congressional-internships>

MEM-393-24

The Office of Congresswoman Kim Schrier (WA-08) is seeking **interns** in its Issaquah and Washington, D.C. offices for spring 2025.

Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington's 8th Congressional District. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. also have the opportunity to lead tours of the U.S. Capitol, as well as attend briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

Qualifications

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. Washington state ties are a plus, but not required.

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

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. Stipends or academic credit are available.

Please apply by November 15, 2024, at 11:59 p.m. ET.



Please be prepared to submit a cover letter, resume, three references and relevant information at <https://schrier.house.gov/services/internships>. If you have issues with this form, please email relevant application materials to DistrictInternshipsWA08@mail.house.gov.

MEM-391-24

Representative Jim Baird (IN-4) is seeking **internship** applicants for Spring 2025 in his Washington, DC office. This is a paid, in-person, invaluable opportunity to experience the legislative process hands-on through a wide range of tasks and responsibilities providing support with office administration, communications, and legislative work.

Responsibilities may include answering phones, greeting office visitors, sorting mail, conducting legislative research, attending hearings and briefings, giving tours of the U.S. Capitol, assisting communications staff with press releases and social media, and drafting constituent letters.

The ideal candidate should have strong oral and written communication skills, be detail oriented, motivated, and flexible, and address all work with a positive attitude.

Prior constituent or customer service experience, a demonstrated interest in public service, and District/Indiana ties are preferred.

The internship will run from early January to mid-May and can be full-time or part-time to accommodate educational commitments.

Interested applicants should apply and upload a resume through the website at: <https://baird.house.gov/services/internships.htm>.

Any questions can be directed to baird.intern@mail.house.gov.

MEM-390-24

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. office. 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 find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on November 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 Emerson Jacobson (Emerson.Jacobson@mail.house.gov)

MEM-387-24

The office of Congressman Tom McClintock is seeking full or part-time **interns**. Position duties include: attending Congressional hearings, scheduling/leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Applicants should possess conservative values and hold strong written and verbal communication skills. Recent graduates are welcome to apply. Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com. Please use “McClintock Internship” in the subject line. No phone calls or drop-ins, please.

MEM-384-24



The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2025. This is an in-person opportunity with limited hybrid 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-383-24

Rep. Josh Brecheen (OK-02): Full-Time Paid **Internship** — Spring and Summer 2025 (Flexible Dates), DC Office

Congressman Josh Brecheen's DC office is currently accepting applications for a paid internship for the Spring 2025 semester, beginning as early as January 2nd. Intern responsibilities include, but are not limited to, answering



and logging constituent phone calls, sorting mail, drafting constituent letters, assisting with legislative research, leading Capitol tours, and assisting with public communications tasks.

The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process. Ideal candidates will be motivated team-players who have a strong work ethic, good written and verbal communication skills, and the ability to problem-solve with the aim of providing excellent constituent service. Oklahoma ties are preferred but not required.

Interested candidates should submit their resume to admin.brecheen@mail.house.gov and fill out an online application at <https://brecheen.house.gov/services/internships.htm>

MEM-380-24

The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Spring 2025 **Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from early January through late May.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one



example of digital work (video, graphic or photo) to PA06Press.Interships@mail.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-379-24

The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Spring 2025 **legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from early January through late May.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the “Legislative Internship” form our website, Houlahan.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

