



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of November 28, 2022

MEM-570-22 Rep. Katie Porter (D-CA) seeks highly motivated **interns** for her DC office winter/spring program. The ideal candidate is highly organized, able to multitask, and has strong written and verbal communication skills.

KEY JOB RESPONSIBILITIES

- 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
- Draft form letters responding to constituent concerns
- Respond to constituent messages through phone calls or emails as needed
- Assist legislative team with researching data and information
- Compile draft meeting memos for the legislative staff
- Track and input legislative meetings with partners, stakeholders, and constituents, in IQ.
- Perform other duties as assigned by the DC Staff Assistant

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.

Preference will be given to interns who can work full-time and be in the office from 9 am to 6 pm, but part-time candidates will also be considered. All interns

receive a monthly stipend. To apply, send a cover letter, resume and two references to Internship.Porter@mail.house.gov with “Winter/Spring 2023 DC Internship” in the subject line. The deadline for submission is December 4th at 11:59 pm ET.

MEM-569-22 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 hybrid (partially in-office, partially remote) with most days being in-office/in-person.

The timing of the internship is flexible based on the candidate’s schedule but could start as early as January 9th and could last up to 12 weeks. The intern would work with her dynamic team to improve the lives of 7th district constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions and draft correspondence;
- 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 compiling news clips and tracking social media accounts; 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: Flexible based on candidate’s schedule – can either be part time or full time (up to 30 hours per week). 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 one PDF:

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

Please include a full-time/part-time preference, 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 “Spring 2023 Internship – First Name, Last Name.”

DEADLINE: Applications will be considered on a rolling basis until December 2nd, 2022.

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-568-22 The Office of Congresswoman Abigail Spanberger (VA-07) is seeking a press **fellow** to assist with an aggressive and engaged communications operation for Spring 2022 — to begin in January 2022. This position is based in Rep. Spanberger’s Washington, D.C. office.

The fellowship is a paid position working directly under Rep. Spanberger’s communications team. Qualified candidates will demonstrate a strong work ethic, pay close attention to detail, and have solid writing and editing skills. Applicants must have the ability to work cooperatively and think creatively in a fast-paced environment. The fellow will be expected to work a minimum of 20 hours per week. Virginia ties are a plus.

Fellowship responsibilities include:

- * Developing social media content
- * Compiling press clips
- * Assisting with constituent correspondence
- * Drafting advisories and other written materials
- * Creating graphics
- * Clipping videos, including floor speeches and media interviews
- * Other duties to support the communications team as needed

Rep. Spanberger’s office is an equal opportunity employer. Her office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested applicants should email a cover letter and resume with dates of availability to spanbergerpressva07@gmail.com with “Spring 2022 Press Fellowship” in the subject line. We also recommend — but do not require — applicants submit 1-2 sample writing samples or sample graphics.

MEM-564-22 Representative Rick Larsen (WA-02) is seeking applicants for the Spring 2023 **internship** program in his Washington D.C. office. The paid in-person internship will run from January to April.

Internship duties will include (but are not limited to): leading tours of the Capitol, answering phones, attending briefings, conducting legislative research and other tasks to assist staff.

The ideal candidate for this internship can carry out independent research and has strong written and verbal communication skills and attention to detail. Interns must also have a positive and collaborative attitude.

The internship will offer students and young professionals invaluable experience on our nation's legislative process. Ties to Washington are preferred, but not required. Women, people of color and LGBTQ+ persons are strongly encouraged to apply.

All interested applicants should e-mail their resume and cover letter to Gala Loayza at gala.loayza@mail.house.gov with the subject line "Spring 2023 Internship." Applications will be reviewed on a rolling basis. Deadline November 30, 2022.

MEM-562-22 The Office of Congresswoman Susan Wild (PA-07) is seeking full or part-time **interns** to assist her legislative and press teams in Washington D.C. for Spring 2023. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning in January.

Intern responsibilities include answering constituent phone calls, compiling press clips, and assisting staff with projects in a wide array of issue areas. Candidates should possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply.

To apply, please e-mail a resume, cover letter, and short writing sample to wildinterns@gmail.com. Also include policy areas of interest, desired start date, and availability. Applications will be considered on a rolling basis; deadline to apply is December 4th.

MEM-561-22 The Office of Congresswoman Kim Schrier (WA-08) is seeking spring **interns** in its Issaquah and Washington, DC offices for Spring 2023.

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 December 15th, 2022 at 11:59 p.m. ET. Please be prepared to submit a cover letter, resume, three references and office preference at <https://schrier.house.gov/services/internships>. If you have submission issues, please email relevant application materials to DistrictInternshipsWA08@mail.house.gov.

MEM-559-22 The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for legislative **interns** for the Spring 2023 session.

Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings.

In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students 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. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov. In the body of the email, please indicate preferred start/end dates for scheduling purposes. Please put “Spring 2023 Legislative Intern Application” in the subject line. The deadline for applications is December 16, 2022. Please no phone calls or drop-ins.

MEM-553-22 “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Spring 2023 (Internship would run from January through May 2023) in her Washington DC office.

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member’s office. Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with “Washington D.C. Intern Spring 2023” in the subject line, their resume, cover letter, two references, and social media handles to FL03.Internships@mail.house.gov (No drop-ins or phone calls). The Deadline to apply is December 9th.”

MEM-552-22 The Office of Congressman Scott Fitzgerald is seeking candidates for a paid **internship** in our Washington, DC office for the spring.

Candidates should be detail-oriented, a team player, have strong written and verbal communication skills, and be eager to learn about our country’s legislative process. Responsibilities include answering phones and constituent letters, researching legislation, attending hearings and briefings, leading Capitol tours, and providing administrative support to the office. Wisconsin ties are preferred-but not required.

Please submit all applications to the Congressman's official website at the following link - <https://fitzgerald.house.gov/services/internships>. The deadline for applications is Monday, January 9, 2023.

MEM-551-22 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and memos, researching legislation for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Interns have the opportunity to work either in-person or remotely.

The Office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socioeconomic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, cover letter, and 1-2 short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their expected start and end dates and availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, December 9th, 2022.

MEM-549-22 Legislative **Intern**

The Office of Congresswoman Sylvia R. Garcia (TX-29) is seeking motivated, detail-oriented, and energetic individuals for a legislative internship in Washington, DC for Spring 2023. This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply. This position may be in-person or hybrid, depending on the public health guidelines surrounding the COVID-19 pandemic at the time of the internship.

Responsibilities include but are not limited to drafting constituent correspondence on a variety of issues, assisting legislative staff with research, leading Capitol tours, answering and screening telephone calls, managing the front office, participating in Committee hearing and markup preparation, drafting memorandums, and other duties as necessary.

This position is available beginning mid-January 2023 through May 2023. Interested applicants should send a resume, cover letter, and writing sample to the

Intern Coordinator, Kriti Korula, at kriti.korula@mail.house.gov with the subject line “Garcia Spring Internship Application”. Deadline to apply is COB November 29, 2022. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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.

MEM-542-22 The Office of Congresswoman Mikie Sherrill (NJ-11) is currently accepting Spring 2023 **internship** applications.

To apply for an internship with the DC Office, [please click here](#).

To apply for an internship with the District Office, [please click here](#).

In addition to completing the questionnaire, please email your resume and at least one reference in PDF format to NJ11internships@mail.house.gov, with the subject line:

Office of Application (DC or District), First Name Last Name.

The application deadline is Monday, December 5th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site.

Interns will have the opportunity to learn about the inner workings of the legislative branch of government through hands-on experience. Interns will assist the office achieve its goals by performing a variety of tasks. Some tasks may include: research on issues; drafting memos and other written documents; assisting staff on special projects; assisting staff with congressional programs; directing constituents to appropriate resources; and various administrative duties (answering phones, updating databases, etc.).

Candidates for the internship program must be undergraduate or graduate college students, have excellent written and verbal communication skills and a strong interest in government and public service.

MEM-538-22 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team. Applicants must be available to begin at beginning of January.

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

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

Intern responsibilities include:

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

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

MEM-537-22 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-534-22 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2023 term. The internships are in-person and will run from January to early May. Dates are flexible. This internship is open to undergraduate and recent college graduates.

Intern responsibilities include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced work environment. District ties will be considered however are not required.

Interested applicants should send their resumes, cover letters, and any writing

samples with the subject line “Spring 2023 Internship”
to Ben.Savercool@mail.house.gov

MEM-529-22 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Winter 2022 and Spring 2023 semesters. Current college students and recent graduates are welcome to apply.

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

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

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

MEM-528-22 Congressman Scott Peters seeks applicants for full- or part-time paid congressional **internship** for Spring.

Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. California residents or strong ties to San Diego are preferred but not required. Candidates should be prepared to work a minimum of 15 hours per week.

Please send a resume, cover letter, writing sample (1-2 pages), and times available (start and end dates as well as days per week)
to CA52Internship@mail.house.gov with “LAST NAME, FIRST NAME, CA52 Internship” in the subject line. Deadline to apply is December 5th for a starting date in January or February.

MEM-527-22 The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the 2023 Winter/Spring Term (January-April).

The Digital/Press Intern will help build out the Congressman’s digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics. Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software.

Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director and the Digital Press Assistant.

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Staff Assistant/Legislative Correspondent with administrative tasks (e.g. sorting mail, answering phone calls, conducting Capitol tours, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

PREFERRED EXPERIENCE

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

TO APPLY

The internship will run from early-mid January to April. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to Tommy.Vo@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Friday, December 2, 2022.

MEM-526-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Spring 2023 term.

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

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

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

MEM-525-22 Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2023.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office. Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required. This is a paid internship.

Interested applicants should send resume, cover letter and availability to intern.OH06@gmail.com.

MEM-524-22 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. The internship would begin on January 19 and last until early May. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.

- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship. The deadline to apply for the Spring Session is Friday, December 16, 2022.

Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>.

MEM-521-22 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 hybrid (partially in-office, partially remote) with most days being in-office/in-person. The timing of the internship is flexible based on the candidate's schedule but could start as early as January 9th and could last up to 12 weeks. The intern would work with her dynamic team to improve the lives of 7th district constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions and draft correspondence;
- 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 compiling news clips and tracking social media accounts; 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: Flexible based on candidate's schedule – can either be part time or full time (up to 30 hours per week). 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 one PDF:

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

Please include a full-time/part-time preference, 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 “Spring 2023 Internship – First Name, Last Name.”

DEADLINE: Applications will be considered on a rolling basis until December 2nd, 2022.

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-493-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the spring of 2023. This is a hybrid position— hours are worked remotely and in-person. 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 with Interns working for approximately 10-16 weeks. 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-491-22 The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its spring **internship** program (beginning in January 2023 and ending in May 2023).

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed. Successful candidates will possess excellent written and oral communication skills, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. Delaware ties are a plus.

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 2 references to LBR.Internship@mail.house.gov, indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Spring 2023 Internship – NAME." Please note in the cover letter or body of the email if the internship is for school credit.

Applications are due at 11:59pm on December 10th, 2022

No phone calls, emails, or drop-ins please.

MEM-487-22 "Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Spring 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to marshall.stallings@mail.house.gov and lauren.mazurek@mail.house.gov.

Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. This is a paid position and is competitive with that of other offices.

Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.”