



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

---

**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in  
in the CAO Human Resources Office - Ford HOB 102  
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

---

**INTERSHIP VACANCY LISTING**

**Week of July 15, 2024**

**MEM-309-24** Congressman Josh Harder (CA-9) is seeking motivated **legislative interns** for the Fall Session in his Washington, DC office.

Interns will participate in the daily operations, assisting with congressional hearings, writing memos, answering phones, sorting mail, and supporting staff.

Candidates should exhibit strong work ethic, attention to detail, punctuality, and excellent writing skills. District ties are preferred but not required. This paid internship provides valuable experience in government and politics. To apply, send your resume, cover letter, and a 1-2 page writing sample as a PDF to [Eli.Aguayo@mail.house.gov](mailto:Eli.Aguayo@mail.house.gov) by COB on July 26, 2024.

**MEM-308-24** Overview: The Office of Congressman Thanedar seeks **Legislative Fellows** for an immersive experience in the legislative process this fall. As legislative fellows, they will be responsible for tasks typically handled by legislative directors and legislative assistants, including drafting bills, making voting recommendations, suggesting co-sponsorships, and conducting meetings with constituents and stakeholders. The program aims to expose fellows to various aspects of a congressional office and encourage them to pursue broader roles beyond legislative work.

Responsibilities: Legislative fellows will carry out the following primary duties, including, among others:

- Tracking and analyzing legislative proposals and providing voting recommendations
- Advance practical policy recommendations and provide co-sponsorship recommendations
- Engage with other policymakers, congressional committees, their staff, and a broad array of state and community organizations
- Observe the activities of congressional committees in which the Congressman participates, to create inquiries and statements for the Congressman to utilize during hearings
- Propose, and produce legislation for the Congressman's legislative portfolio
- Write and publish opinion editorials ("op-eds") on topics related to the Congressman's brand
- Produce a variety of written content such as one-page briefs, backgrounders, and general legislative research

Qualities:

- Strong passion for public service and constituents
- Good communication skills, particularly the ability to answer questions and explain complicated topics cogently
- Excellent writing—and synthesizing abilities
- Ability to stay organized and multitask in a fast-paced environment
- Open mind to adapt to new scenarios, tasks, and flexible duties

To apply, please send a resume, cover letter, and a 1-3 page writing sample to [hr.thanedar@mail.house.gov](mailto:hr.thanedar@mail.house.gov) with the subject line "Legislative Fellowship – Last Name."

**MEM-307-24** Congresswoman Lois Frankel's (FL-22) D.C. office seeks **interns** for the upcoming Fall 2024 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 Sunday, July

28, 2024, by 11:59pmEST. If 50 applicants have applied, applications will close before the deadline.

Application Link: <https://forms.gle/NoS2gNrtSuGZNbqj6>

**MEM-304-24** The Office of Congressman Brian Mast (R-FL-21), a senior member on the House Foreign Affairs Committee, is currently accepting applications for part-time **internships** during the Fall 2024 term at the Washington, D.C. office. The internship will run from August through mid-December.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence.

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

Interested applicants should send their resumes and a brief writing sample in one PDF to [spencer.collins@mail.house.gov](mailto:spencer.collins@mail.house.gov). Please use the subject line "Fall 2024 internship." The application deadline is COB July 26, 2024.

**MEM-303-24** The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a **Law Clerk** for Fall 2024 to assist in conducting oversight and investigations of issues within the Committee's broad jurisdiction. Law Clerks will work closely with Subcommittee counsel and professional staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors. This is a paid position.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The successful candidate is a current law student or recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly 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. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov) with the subject line, “E&C O&I Law Clerk.” Applications are due on July 29th, 2024.

**MEM-302-24** The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time **digital media and traditional press intern** position this fall.

The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-301-24** Thank you for your interest in the House Energy and Commerce Committee Democrats internship program. We are currently fielding applications for the following position(s):

#### **Legislative Intern**

The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergrad students and recent graduates for Legislative Interns for the Fall 2024 session.

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), sexual orientation, gender

identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov). In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Fall 2024 Legislative Intern Application" in the subject line. The deadline for applications is July 26, 2024. Please no phone calls or drop-ins.

**MEM-300-24** The House Veterans' Affairs Committee (Majority) offers a unique opportunity to experience first-hand the inner workings of a congressional committee. The Committee is currently offering a full-time **internship** position for the Fall semester.

#### Intern Role Description

Interns will work closely with Committee staff and have the opportunity to gain first-hand knowledge of the legislative process and inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Interns may also help out the press team with media clips, drafting social media posts, and various other tasks.

#### How to Apply

Send the below materials to [var.internship@mail.house.gov](mailto:var.internship@mail.house.gov).

1. A cover letter detailing why you would like to be an intern for the House Committee on Veterans' Affairs, Republican Office
2. A one page resume

#### Due Dates

- Fall semester internships: 8/2/2024

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude and have one year of college experience. Candidates with previous Hill experience are preferred.

This is a highly competitive process. Due to the limited amount of space and resources available, there are usually more qualified applicants than positions available.

**MEM-298-24** Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the **2024 Fall Internship** program in my Washington, D.C. Office or Durham District Office are now open.

DC intern responsibilities include, but are not limited to, attending hearings and briefings on behalf of legislative staffers, supporting staff members with legislative research and other tasks as assigned, compiling daily press clips for the Congresswoman, sorting constituent correspondence and drafting responses, answering phone calls, and greeting visitors to the office.

District intern responsibilities include, but are not limited to, answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

Full-time interns must work at least 35-40 hours a week, Monday-Friday. Part-time interns must work at least 10-20 hours a week, Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Applications will be reviewed on a rolling basis and students are encouraged to apply early. The due date for applications is July 26. Interested applicants should email a resume, cover letter, and at least two references to [NC04Resumes@mail.house.gov](mailto:NC04Resumes@mail.house.gov). Incomplete applications will not be reviewed.

**MEM-297-24** The Office of Congressman Raja Krishnamoorthi(IL-18) is seeking motivated, detail-oriented, and energetic individuals for a **legislative internship** in Washington, DC for Fall 2024. This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple competing tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Candidates with Schaumburg and/or Illinois ties are strongly encouraged to apply.

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 the last week of August 2024 through mid-December 2024. Interested applicants should fill out the application on our website at <https://krishnamoorthi.house.gov/services/internships>. 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-296-24** The office of Congresswoman Susie Lee is seeking full-time, Fall 2024 **Interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned.

Successful candidates will work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred.

Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Fall 2024 DC Intern - [Last Name], [First Name]" in the subject line. No phone calls or walk-ins please.

**MEM-295-24** The Democratic Staff of the House Committee on Veterans' Affairs is hiring a **legislative intern** for Fall 2024. Applications are due by Wednesday, July 31, 2024.

Responsibilities include, but are not limited to:

Conducting legislative research

Managing and responding to constituent correspondence

Assisting with Committee events

Attending briefings and hearings for staff

Drafting memos

Providing administrative support, including answering calls and delivering correspondence

A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. The Committee strongly encourages veterans,

minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This full-time or part-time, in-person, paid position is based in Washington, D.C.

Please complete the online application at <https://democrats-veterans.house.gov/opportunities>

**MEM-294-24** The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) ten-week **fall internship** in our Washington D.C. office. The preferred dates of this internship are starting in September but can be flexible.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

Qualifications:

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

Compensation information:

- Interns may be eligible for a stipend based on demonstrated need.
- Academic credit may be available and should be arranged with your academic institution.

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act (“CAA”) and House Rule XXIII, does not discriminate on the basis of an individual’s race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

Application:



We are currently accepting applications for an internship based in Washington D.C. If interested in a district-based internship, please check [Salinas.house.gov](https://salinas.house.gov) for more information on all internships available.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages all in one PDF file. Rolling applications are open until **July 26th at 11:59 pm PST**.

**MEM-293-24** Congressman Emanuel Cleaver's Washington, D.C. office is seeking **fall interns** from September through December. Intern responsibilities vary daily but typically include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff. Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks at once. The ideal candidate can work a full-time schedule.

To apply, please submit a single PDF containing a cover letter with intended start and end dates, a resume, and a writing sample to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov). Applications for the fall internship are due by Monday, July 22nd, at 11:59 pm.

The office is an equal-opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-291-24** The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid **Fall 2024 internship** position in our D.C. office. The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to being a team player. Responsibilities will include answering phones, attending policy briefings and meetings, providing tours of the Capitol, and conducting legislative research to support the needs of the Congresswoman's staff.

The internship will run through the Spring semester, from 9am-6pm when Congress is in session and from 9am-5pm when Congress is not in session. Ties to Nevada's First District are strongly preferred.

The office of Congresswoman Dina Titus 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. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

To apply, interested applicants should visit <https://titus.house.gov/services/congressional-internship-application.htm>. No

calls or drop-ins, please. Applications will be accepted until Friday, July 26th with applications considered on a rolling basis.

**MEM-289-24** The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **press interns** for our Washington, D.C. office for the Fall 2024 term.

Our office values open communication, hard work, and creating a collegial environment. We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

#### Intern Expectations

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

#### Internship Responsibilities

Press interns can expect to:

- Assist the Communications Director and Press Assistant in drafting social media content and other materials like press releases, website content, and newsletters
- Create graphic design posts for social media
- Compile daily press clips
- Edit video clips
- Maintain press lists
- Answer phones and assist in correspondence as needed.

In our DC office, you can apply to be a Press intern.

#### Internship Dates and Details:

Fall internships are slated to start late-August/early September and go until mid December, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships at this time. We will also accept Part-time applicants if school schedules cause a need for accommodations.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, July 25th .

To apply: Interested applicants should send their resume and a brief cover letter (in one document) to:

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship.
- o Use the subject line “First name Last name [press] – Fall 2024 internship”

Please reach out our intern coordinator, Madilyn Brandon, with any questions at [Madilyn.Brandon@mail.house.gov](mailto:Madilyn.Brandon@mail.house.gov).

**MEM-286-24** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated **press/digital intern** to work in person in the Washington, DC office for the Fall Session. Press/Digital Interns in Washington, DC are fully integrated into the day-to-day operations of our office.

They are entrusted with a wide range of responsibilities to assist our communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press releases, talking points and other written materials, answering phones, and sorting mail.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual and have strong writing and editing skills. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application on our site: [meeks.house.gov/services/internships](https://meeks.house.gov/services/internships) with a resume, one-page writing sample and graphic design sample no later than COB August 9, 2024.

**MEM-285-24** Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time **legislative interns** to work in person in the Washington, DC office for the Fall Session. Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff. This includes attending congressional hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a paid opportunity.

Please submit your application on our site: [meeks.house.gov/services/internships](https://meeks.house.gov/services/internships) with a resume, cover letter, up to 2-page writing sample, no later than COB August 9, 2024.

**MEM-283-24** Representative Jim Baird (IN-4) is seeking **internship** applicants for Fall 2024 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 late August/early September to mid-December 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](mailto:baird.intern@mail.house.gov)

**MEM-282-24** The Washington, D.C. Office of Congresswoman Pramila Jayapal (WA-07), member of the House Judiciary Committee and Chair of the Congressional Progressive Caucus, is seeking a **law clerk** to work with her legislative team.

Under the supervision of the office's Legislative Counsel, the law clerk will conduct legal and policy research, attend and staff Judiciary Committee hearings, make vote recommendations, and draft legal and policy memos and other documents. High-achieving law students interested in public law, policy, politics, or government service are strongly encouraged to apply.

Law clerks will engage in serious, substantive work across a number of issue areas, including antitrust enforcement, administrative law reform, civil rights and civil liberties, court reform and oversight, criminal justice, voting rights, and intellectual property. The clerkship is unpaid but available for academic credit.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) writing sample, and (4) list of three references with email contacts to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov). Please send all application documents in a single PDF file and include "Law Clerk – FirstName Last Name" in the subject line.

**MEM-281-24** The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and

District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

Typical duties will include answering phones, leading Capitol tours (Washington, D.C.-based), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid, part-time internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates who are interested in the legislative process are highly encouraged to apply. The Congresswoman is on the Oversight and Accountability Committee and the Space, Science, and Technology Committee. Ties to Pennsylvania's 12th Congressional District are preferred, but not necessary.

All applicants should apply by July 19, 2024 at:  
<https://summerlee.house.gov/internships>

**MEM-279-24** The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking part-time and full-time paid **interns** for the Fall 2024 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings and hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

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

Interested applicants should e-mail a resume, cover letter, short writing sample, three references, and availability to [Jayapal.DCInternships@mail.house.gov](mailto:Jayapal.DCInternships@mail.house.gov) with the subject "First Name.Last Name Internship Application" by Thursday, July 25th.

**MEM-277-24** The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time **Fall 2024 internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

**Responsibilities:**

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to [CHAInternGOP@mail.house.gov](mailto:CHAInternGOP@mail.house.gov).

**MEM-274-24** Representative Rick Larsen (WA-02) is seeking applicants for the Fall 2024 **internship** program in his Washington D.C. office. The paid in-person internship will run September through December. 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 Danielle Hall at [Danielle.Hall@mail.house.gov](mailto:Danielle.Hall@mail.house.gov) with the subject line "Fall 2024 Internship." Cover letters should indicate the applicant's availability.

Applications will be reviewed on a rolling basis. Applications will be reviewed on a rolling basis, the deadline to apply is July 21, 2024.

**MEM-272-24** Congressman Jared Huffman (CA-02), Ranking Member of the Water, Wildlife, and Fisheries Subcommittee, is seeking applicants for the fall 2024 **internship** program in his Washington D.C. office. Intern responsibilities will vary, and range from answering phones, compiling press clips, booking and leading tours, conducting research for legislative staff, attending hearings and briefings, and drafting constituent letters on various issues before the House.

We are seeking motivated, organized, and reliable individuals with great communication and writing skills. California ties are preferred.

Interested college students and recent graduates should email a resume, cover letter, dates and hours of availability and 2 references to [DCInternship.Huffman@mail.house.gov](mailto:DCInternship.Huffman@mail.house.gov) by Sunday, July 21st at 11:59pm. Interns will receive a stipend for the semester. This office is an equal opportunity employer. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. The office is currently operating with a modified telecommuting policy.

**MEM-267-24** The House Natural Resources Committee Democrats seek full-time **interns** for Fall 2024 (September – December). 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.

Primary responsibilities include:

- Assisting with administrative duties
- Assisting with legislative and policy projects
- Researching legislation, regulations, and public law
- Assisting with communications and outreach
- Responding to request for information
- Attending briefings, meetings, and hearings on behalf of staff

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 U.S., 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 processes are encouraged to request accommodations at any time during those processes.

To apply, address your application materials to Rachel Jones at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line “HNRC Fall Internship Application – First Name Last Name” by close of business on July 19. Include a cover letter, resume, a short writing sample, and your availability during the internship timeframe (September – December).

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

**MEM-265-24** Congressman Cliff Bentz (OR-02) is seeking **interns** for his Washington D.C. Office. Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in, and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person and paid. All interested applicants are asked to fill out the application form found on the Congressman’s website: <https://bentz.house.gov/services/internships>.



**MEM-262-24** Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Fall of 2024.

**Interns** will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

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. This is a paid internship.

Please send resumes and cover letter to [Milka.jurado2@mail.house.gov](mailto:Milka.jurado2@mail.house.gov)

**MEM-258-24** The DC office of Representative Yadira Caraveo, M.D. (CO-08) is looking for Fall 2024 full-time and part-time **interns!** This internship will run from late August/mid-September through mid-December/early January and take place in person in the DC office. Applications will be considered on a rolling basis. Intern schedules can be modified to fit with any classloads.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Job Duties:

- Duties in this role include but are not limited to:
- Provide a welcoming environment and a positive first impression of the office to constituents and visitors to the office
- Handle incoming calls with poise, professionalism, and promptness
- Sort and/or log incoming calls, mail, and electronic correspondence
- Assist with tour and greeting requests
- Assist the Legislative Correspondent/Staff Assistant with research and preparing official correspondence
- Run errands, draft letters, draft memos for office staff
- Assist with various constituent case work and constituent services
- Attend policy briefings and other informational sessions, then prepare briefs on the covered information
- Overall assist the DC office team with work as assigned

To apply, please fill out the application though:

<https://caraveo.house.gov/services/internships>. Please select Fall as your preferred term and DC as your preferred location. Please indicate your availability in your cover letter.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. If you have any questions, please reach out to Emma Casey at [Emma.Casey@mail.house.gov](mailto:Emma.Casey@mail.house.gov).

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-256-24** The District Office of Representative Joseph Morelle (NY-25) in Rochester, NY, will be accepting applications for an in-person **internship** during the 2024 Fall Semester. Applications will be accepted June 24th – July 22nd. 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:

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

For more information on the district internship please visit:

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

Applications should be sent in PDF format to [Eric.Gros@mail.house.gov](mailto:Eric.Gros@mail.house.gov) with “NY-25 Fall 2024 District Internship” in the subject line. The deadline for this internship application is July 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the July 22nd deadline.

**MEM-255-24** The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2024 Fall term. Applicants must be based in Washington, D.C. for the duration of the fall internship (late August – mid December, 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](mailto:Savannah.Chadwick@mail.house.gov) with “NY-25 Fall 2024 DC Internship” in the subject line.

The deadline for this internship application is July 22nd at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the July 22nd deadline.

**MEM-253-24** Congressman Mike Levin (CA-49) seeks press and **legislative interns** for his Washington, D.C., office for the Fall 2024 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. Fall2024.Doe.Jane.pdf) to [CA49.DCInternships@mail.house.gov](mailto:CA49.DCInternships@mail.house.gov) by July 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-252-24** The Office of Congresswoman Marilyn Strickland is currently accepting applications for a fall **communications intern**. Communications Interns assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework inquiries, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an eye for and ability to create engaging digital content, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, a one-page writing sample, and a sample social media post with relevant written and visual components in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "DC Fall Communications Internship-[LAST NAME]" in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability.

The deadline for applications is Monday, July 15, 2024, at 5 PM ET, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered. The internship will run from September – December.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

**MEM-251-24** The Office of Congresswoman Marilyn Strickland is accepting applications for a fall **legislative intern**. Legislative Interns assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity,

providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman's legislative agenda.

Ideal candidates for this internship are diligent, detail-oriented, and can excel in a fast-paced environment. Applicants should possess strong written and verbal communication skills, an ability to manage multiple short-term and stretch assignments, and a good sense of humor. Ties to Washington State are preferred, but not required. Applicants are encouraged to include any previous customer service experience (retail, food service, hospitality, etc.) on their resumes.

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "DC Fall Legislative Internship-[LAST NAME]" in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability. The internship will run from September – December.

The deadline for applications is Monday, July 15, 2024, at 5 PM ET, but applicants are encouraged to submit their applications early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is an Equal Employment Opportunity Office and does not discriminate in employment based on race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factors. Individuals from underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

**MEM-249-24** The D.C. office of Congressman Kevin Mullin (CA-15) is accepting applications for paid **legislative internships** for the fall semester.

The ideal candidate will have excellent communication and written skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, researching legislative issues, drafting constituent correspondence, attending policy briefings and hearings, recommending legislation to the Congressman, and other tasks as assigned. The Fall term begins mid- to late-August and will end early- to mid-December with flexible start and end dates. Work will be in-person and is compensated at \$15 per hour.

To apply, please submit a resume, cover letter, and one page writing sample as one PDF to [MullinInternships@gmail.com](mailto:MullinInternships@gmail.com). Email subject line should follow the following format: LastName, FirstName – Fall Legislative Internship.

Additionally, please note your availability and any ties to the Bay Area or California in the body of your email. The deadline to apply is July 22nd, 2024. Due

to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

Candidates from diverse backgrounds are encouraged to apply. This 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.

**MEM-246-24** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns for the fall** of 2024. 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-245-24** Representative Mary Gay Scanlon (PA-05) Paid Fall **Legislative Internship**



Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

#### Legislative Internship

Responsibilities include, but are not limited to:

- \*Drafting constituent correspondence

- \*Researching various legislative issues and writing policy memos for the Congresswoman

- \*Attending briefings, hearings, and markups and drafting related memoranda

- \*Responding to constituent mail and answering office phones

- \*Ideal applicants will be motivated team players with strong written and oral communication skills and have a demonstrated interest in government and public service. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed are must-have qualities.

To apply, please submit a resume, cover letter, one short writing sample, and two references to [Madhumita.Gupta@mail.house.gov](mailto:Madhumita.Gupta@mail.house.gov) with the subject line "Fall Legislative Internship, NAME". Please include availability in the cover letter and compile all application materials into one PDF document.

**MEM-238-24** Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. and District (Sacramento) offices. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.

Intern responsibilities will vary but may include answering phones and data entry. Washington DC interns may be asked to assist in researching legislation for the Member and legislative staff, attending briefings, hearings, and markups; and answering constituent letters on various issues. Interns based in California may also be asked to assist on a variety of constituent casework or in-district projects, as needed.

To apply, please visit the "Internships" page of Congresswomen Matsui's official website and complete the application form: <https://matsui.house.gov/services/internships>. As part of the application, a cover letter, resume, and 2 writing samples are required. Ties to California's 7th District are preferred, but not required. All applications are considered on a rolling basis.

**MEM-231-24** The Washington, D.C., Office of Congressman Adam B. Schiff (CA-30) is seeking professional, enthusiastic, and hardworking **interns** to assist staff with administrative and legislative work.

The Fall 2024 term runs from September through November and is open to



undergraduate students and recent college graduates. Interns typically work three days per week, with flexibility to accommodate class schedules. Interns will receive a stipend. Academic credit is also available.

#### Responsibilities

- Front office duties, including answering telephones, sorting mail, greeting visitors, and assisting with the Congressman's meetings
- Compiling press clips and assisting the communications team
- Processing and drafting responses to constituent correspondence
- Attending briefings and conducting policy research as requested by legislative staff
- Performing various other tasks to ensure the office functions smoothly

#### To Apply

All applicants should apply by July 15 at 11:59 p.m.

at <https://schiff.house.gov/help/internships>

Please note that we always receive more applications than we can accommodate and that applicants with ties to the 30th District are given preference. Candidates from BIPOC, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply.

**MEM-195-24** 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 access the application here:

[https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

Applicants can find more information on the internship portal at [moulton.house.gov](http://moulton.house.gov) under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes.

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