



U.S. House of Representatives

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INTERSHIP VACANCY LISTING

Week of April 4, 2022

MEM-181-22 Congressman Scott DesJarlais (TN-04)—paid; full-time **internship**
The DC office of Congressman DesJarlais is looking for summer interns— from June through the end of July.

The responsibilities will vary. Interns will be asked to answer phones, conduct Capitol tours, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours generally run 9:00 a.m. to 6:00 p.m. Monday through Friday.
Interested candidates should e-mail an updated resume and cover letter to MeKenna.Carman@mail.house.gov

MEM-178-22 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the upcoming Summer 2022 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 working cooperatively and courteously with others in a shared space.

Duties include: 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 a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. Please indicate which session is preferred – Session A (May 9- June 17) or Session B (June 21- July 29).

A stipend will be provided to accepted applicants. Deadline to apply by is Friday, April 15, 2022. All materials must be submitted to Joelle.Lawrence@mail.house.gov.

MEM-175-22 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Summer 2022 term. The internships are in-person and will run from May to August. 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 “Summer 2022 Internship” to Ben.Savercool@mail.house.gov

MEM-174-22 Northwest Florida office is seeking summer **interns** in Washington, DC. The summer semester runs from May through August, dates are negotiable.

The internship offers opportunities to gain hands-on experience working in a congressional office including legislative research, operations, and communications. Qualified applicants should possess strong writing and communication skills, the ability to multi-task, a positive attitude, a strong sense of professionalism, and a passion for public service. Candidates enthusiastic about the America First movement are encouraged to apply.

Interns’ responsibilities will vary. Primary responsibilities include: checking voicemails, leading Capitol tours, handling mail, assisting with special projects, attending briefings, performing legislative research, drafting memos, assisting with case work, and other tasks as needed.

To apply, send a resume and cover letter to northwestflorida000@gmail.com with the subject “Summer Internship Application”. In your cover letter, please indicate

expected start and end dates and hours available to work. The application deadline is on a rolling basis.

MEM-167-22 The Democratic Staff of the Committee on Science, Space and Technology seeks full-time, paid **interns** for Summer 2022.

Interns will help staff prepare for hearings and markups, take notes on relevant committee activities, and work on research, oversight, and press-related projects. Interns will also perform administrative tasks such as answering phones, greeting visitors, and filing official documents.

Internship Description/Duties:

This position will be a combination of telework and in-office work as safety and logistics permit. Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function.

Typical Intern Duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee's jurisdiction.

Qualification/Skills:

Candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should email a resume and cover letter to sstdeminterns@mail.house.gov. No calls or drop-ins please.

MEM-166-22 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate or law school student for a full-time **internship** for Summer 2022.

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

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

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

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

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Spring 2022 GovOps” to GovOpsSubcommittee@gmail.com with “Spring 2022 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

MEM-156-22 The Washington, D.C. office of Congresswoman Gwen Moore (D-WI-04) seeks **interns** for the upcoming Summer 2022 term. The D.C. office has two types of internships: A Legislative Internship and a Press Internship.

Legislative Intern responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, researching legislation for the legislative staff, and providing support for the day-to-day activities of the office.

Press Intern responsibilities include drafting social media posts, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Communications Director in the day-to-day press operations of the office.

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 socio-economic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, a one-page cover letter, and one short writing sample to WI04DC.Internships@mail.house.gov.

Additionally, applicants should indicate their expected start and end dates, availability for Monday-Friday, and which position they are applying for (or state

that you do not have a preference). We also ask that applicants for the Press Internship submit 1-3 sample graphics.

Deadline to apply is 5:00 PM ET on Friday, April 15th, 2022.

MEM-150-22 Congresswoman María Elvira Salazar (FL-27) is currently accepting applicants for **interns** in her Miami and Washington, D.C. offices for the summer session.

CORE RESPONSIBILITIES: to assist in performing research, processing the mail, data entry, reception duties, and other office errands.

QUALIFICATIONS: good oral and written communication skills (Spanish language skills preferred); ability to work cooperatively and courteously with others; good organizational skills; and willingness to learn. Ties to South Florida and means of travel are a plus.

DUTIES:

- performs research and drafts briefs;
- attends community events and Congressional briefings;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephone;
- logs constituent correspondence, including their full names, addresses, and all other relevant information;
- greet visitors; and
- performs other duties as assigned by the intern coordinator of their office.

DURATION: Summer interns will begin their internship programs no earlier than May 1 and conclude their program no later than August 15. Interns are expected to serve in the office at a minimum of 15 hours each week during their tenure.

HOW TO APPLY: the deadline for applications for the Summer 2022 internship session is April 30.

Interested applicants may submit their resume and a cover letter to Howard Senior at hs@mail.house.gov (Miami) or Liam Diebel at liam.diebel@mail.house.gov (Washington, D.C.), in addition to completing the online application available at <https://salazar.house.gov/services/internships>.

MEM-145-22 District Office – Summer **Internships**

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid summer internship (June-August).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman,

and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

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

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to WA10resumes@gmail.com with “District Office Intern-[LAST NAME]” in the subject line. The deadline for applications is Friday, April 15, 2022. Applicants are encouraged to submit their application early.

This office is 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 another non-merit factor. BIPOC applicants are encouraged to apply.

Please no unsolicited phone calls or drop-ins.

MEM-144-22 DC Office – Summer Internships

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid summer internships which will run from June to August.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content, and working with the press team to devise media strategies and bolster the office’s communication efforts. Experience working in press, communications, or a related field is a plus.

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

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to WA10resumes@gmail.com with “DC Summer Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Friday, April 15, 2022, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is 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 another non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop-ins.

MEM-141-22 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic applicants for legislative **internships** in the Washington, DC office for the Summer of 2022.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

To apply, please send a resume, cover letter, and brief writing sample to Caitlin.Reedy@mail.house.gov with the phrase “Internship Application” in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter. The deadline to apply is April 8th, 2022.

MEM-138-22 The Office of Congressman Lisa Blunt Rochester (DE-00) is seeking motivated, organized, and hardworking individuals for its summer **internship** program (beginning in June and ending in August).

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 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 2020 Internship.” Please note in the cover letter or body of the email if the internship is for school credit.

Deadline for applications: April 9th at 11:59pm ET. No phone calls, emails, or drop-ins please.

For more information visit: <https://bluntrochester.house.gov/constituent-services/internships/>

MEM-137-22 The Washington, D.C. office of Rep. Greg Stanton seeks enthusiastic and motivated **interns** for the Summer 2022 semester.

Interns have a crucial part in our Washington office and are tasked to answer phones, research legislation for the Member and legislative staff, and write constituent letters on issues before the House, and perform other duties as assigned. This is a paid opportunity that can accommodate a full or part time position. Those with Arizona ties are strongly preferred.

Interested candidates should submit a resume, letter of interest and 1-2 page writing sample to DC_Internships.AZ09@mail.house.gov

Applications are due April 8, 2022.

MEM-136-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this summer.

Digital 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 is a must; sense of humor strongly encouraged.

This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-135-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented undergraduate or graduate student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov.

MEM-129-22 Illinois Democratic Office has immediate openings for full-time **interns** and fellows to support our administrative, legislative, and communication teams in our Washington Office.

Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, researching information, and other duties as assigned.

Applicants should be professional, hardworking, reliable and have strong writing and communication skills. Illinois ties are preferred, but not required.

Internships are paid/unpaid and are available for the Spring/Summer/Fall semesters. Interested candidates should submit your writing sample and resume to ResumeIL01@mail.house.gov. No phone calls or walk-ins please.

MEM-114-22 Spring/Summer Congressional **Internship** Opportunity:
Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his DC team.

Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, writing sample and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-089-22 The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to E&L.Jobs@mail.house.gov with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.

MEM-083-22 Summer **Internship** Opening for Rep. Josh Gottheimer (D-NJ)

The Washington, D.C. Office of Congressman Josh Gottheimer (NJ-05) is seeking motivated, organized, and hardworking individuals for the summer term.

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, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. New Jersey ties are a plus.

Please send a resume, cover letter, one-page writing sample, and dates of availability as one PDF with subject line “DC SUMMER INTERNSHIP 2022” to nj5jobs@mail.house.gov.