



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of November 6, 2023

MEM-575-23 Job Description: As a Congressional **Intern** for Congressman Rob Wittman, you will have the unique opportunity to gain hands-on experience working for Virginia's 1st Congressional District in the U.S. House of Representatives. Our office is committed to serving our constituents, advancing thoughtful policies, and making a difference in the lives of Virginians and all Americans.

This paid internship will provide you with valuable insights into the legislative process and a chance to contribute to meaningful work in a congressional office. You will have the opportunity for exposure to the legislative process and policymaking, insight into the workings of a congressional office, and valuable professional development and mentorship.

Key Responsibilities:

- Answering phone calls from constituents
- Sorting mail and emails from constituents
- Compile media clips
- Conduct legislative research on various issues
- Assist in drafting and editing policy briefs, speeches, and press releases
- Attend congressional hearings, briefings, and meetings
- Assist with administrative tasks and office operations
- Perform various other duties as assigned

Qualifications:

- Strong interest in politics, government, and public policy
- Excellent research and writing skills

- Effective communication and interpersonal skills
- Enthusiastic, reliable, and hard-working
- Detail-oriented and able to multitask
- Proficiency in Microsoft Office and other relevant software
- A willingness to learn and adapt in a fast-paced environment

How to Apply: To be considered for this internship, please submit the following documents to Nicolle.Miranda@mail.house.gov:

- 1.Resume
- 2.Cover letter explaining your interest in the congressional internship and your relevant qualifications
- 3.Writing sample (1-2 pages) on a policy or political topic of your choice
- 4.Contact information for two references

MEM-572-23 The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Spring 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.

Interested applicants should e-mail a cover letter, resume, and short (1-2 page) writing sample in a single document to Ciara.Donovan@mail.house.gov with "[LAST NAME, FIRST NAME] Spring 2024 Internship Application" in the subject line. No calls or drop-ins, please. Applications will be accepted until Friday, November 17th with applications considered on a rolling basis.

MEM-571-23 The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a Law **Clerk** for the 2024 Spring Semester 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.

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 with the subject line, "E&C O&I Law Clerk."

MEM-569-23 Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the 2023 Spring **Internship** program in my Durham District office or Washington D.C. 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.

The term of this internship will be during the spring semester. Part-time interns must work at least 10-15 hours a week, Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov. Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

MEM-568-23 Congressman Jerry Nadler (NY-12) is seeking paid undergraduate student **interns** for the Spring 2024 semester in his Washington DC and Manhattan District Offices.

Applicants should be interested in learning the daily operations of a congressional office. Tasks include responding to constituent concerns, writing letters, drafting policy memos, legislative research, and performing general office tasks. Excellent communication skills are important.

Interns must be able to commit to at least 24 hours per week and should have completed their first year of college. This internship will run from January 2024 – May 2024.

Please send a resume, cover letter, and 1–2-page writing sample to NY12.Internship@mail.house.gov by November 17, 2023. In the subject line of your email, please indicate which office location you prefer. In your cover letter, note your availability on each day of the week, your legislative interests, and why you would like to work for Congressman Nadler.

Congressman Nadler’s office strives to ensure that our internship class reflects the diversity of the country’s population; candidates from minority backgrounds are strongly encouraged to apply. Congressman Nadler’s office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

MEM-567-23 The office of Congresswoman Shontel Brown (OH-11) is seeking college juniors and seniors, recent graduates, and grad students for spring **interns** in her Washington, D.C. and District offices.

Responsibilities will include:

- Answering phones,
- Conducting a semester-long capstone project,
- Writing constituent letters,
- Assisting legislative staff with research,
- Categorizing mail,
- Attending briefings and hearings, and
- Conducting Capitol tours for constituents.

Successful candidates will work well under pressure, are organized, hard-working, detail-oriented, have customer service/retail experience, and can have some fun! Ohio ties are preferred but not required, and candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. Interns will be eligible for a monthly stipend.

Interested applicants should send a resume, writing sample, and cover letter to OH11InternResumes@mail.house.gov with “Fall Intern [LASTNAME]” in the subject line. The deadline to apply is November 20 close of business. No phone calls or drop-ins, please.

MEM-566-23 Representative Tony Gonzales is seeking full-time **interns** in their Washington, D.C. office for the Spring 2024 semester.

This is a rewarding experience that provides students and recent graduates the opportunity to participate in the day-to-day operations of a Congressional office while gaining a deeper understanding of the federal legislative process. Ties to TX-23 are preferred, but not required.

Office hours operate from 9:00am-5:00pm on out of session days and 9:00am-6:00pm in session.

Interested candidates should send a resume and cover letter to Maddie.bruno@mail.house.gov

MEM-563-23 Representative Rick Larsen (WA-02) is seeking applicants for the Spring 2024 **internship** program in his Washington D.C. office. The paid in-person internship will run from January through May.

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 LGBTQIA+ persons are strongly encouraged to apply.

All interested applicants should e-mail their resume and cover letter indicating availability to Danielle Hall at danielle.hall@mail.house.gov with the subject line “Spring 2024 Internship.” Applications will be reviewed on a rolling basis. Deadline November 20, 2023.

MEM-562-23 The Office of Congressman Bruce Westerman (AR-04) seeks highly motivated, detail oriented, and energetic individuals for legislative **internships** in Washington, D.C. for the Spring of 2024.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping the 4th Congressional District of Arkansas. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be detail-oriented self-starters who can take and listen to directions, while being able to work independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks and participate in office activities. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply for an internship with the Office of Congressman Westerman, please submit an application, including a resume and a cover letter, to the following email address: ar04internship@gmail.com. If you have any questions, please feel free to call our office at (202) 225-3772.

MEM-561-23 The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring Congressional **Internships** in our Washington, DC office.

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.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to Wisconsin.resumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-560-23 The Office of Congresswoman Mikie Sherrill is currently accepting Spring 2024 **internship** applications.

To apply for an internship with the DC Office, please use the following link:
<https://forms.gle/DtQL1JSSBzodsScQ9>

To apply for an internship with the District Office, please use the following link: <https://forms.office.com/g/5EUMZUWRDv>

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 Friday, November 24th at 5:00 PM EST. Late or incomplete applications will not be considered. Spring internships will be on-site. Hiring decisions will not be finalized until after the application closes to ensure all applicants have the same opportunity to be considered. We appreciate your patience and we will be in touch with you as soon as possible on the status of your application. No calls or walk-ins please.

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.

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.

MEM-559-23 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 at the following link: cartwright.house.gov/services/internships
No phone calls or drop-ins please.

MEM-558-23 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 at: <https://summerlee.house.gov/internships>

MEM-557-23 The Office of Congressman Eric Sorensen (IL-17) is seeking highly motivated, flexible, and detail-oriented **interns** to serve in his Washington, D.C. office for Spring 2024.

The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. 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.

Intern responsibilities include:

- Greeting constituents and handling constituent phone calls, assisting staff with

administrative tasks, conducting research, assisting with constituent correspondence, assisting the communications team, and conducting Capitol Tours.

- Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

- Ties to Illinois and/or the 17th Congressional District are encouraged but not required.

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

How to apply:

Interested candidates should email a cover letter, resume, and writing sample to Resumes.IL17@mail.house.gov and please put Spring 2024 D.C. Internship in the subject line. In the body of the email, please also list any start and end date constraints and the number of hours per week you can work, as well as any ties you have to the state of Illinois and/or to the 17th Congressional District. The deadline to submit applications is November 17th, 2023, by 11:59PM ET.

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. Members of historically underrepresented communities, including women, people of color, and LGBTQ+ individuals, are strongly encouraged to apply.

MEM-555-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring legal **internship** in Washington D.C. Law interns are unpaid, however, academic credit can be received.

Legal interns are paired with the policy team where they will assist with researching and drafting legislation, writing memos, talking points, and letters, covering briefings, hearings, and mark-ups. Interns will be selected based on the quality of their application and demonstrated commitment to public service.

Candidates should have at least one year of law school, have strong research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. The office is an equal opportunity employer and does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a writing sample up to five pages supporting your interest in policy areas related to the jurisdiction of the committee – education, health, or labor policy: pensions, unions, oversight, disability, workforce development, and workplace safety, and three references in a single PDF to E&L.Jobs@mail.house.gov by November

17th. Please format the subject line of your email "First Name Last Name – Legal Intern – Spring 2024.”

MEM-554-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring press **internship** in Washington D.C. This is a paid position.

Press interns are paired with the communications team where they will assist with compiling daily news clips, developing social media content, helping prepare online content, and other projects. Interns will be selected based on the quality of their application and demonstrated commitment to public service. College students and recent college graduates are encouraged to apply.

The office is an equal opportunity employer and does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a one-page writing sample, and three references in a single PDF to E&L.Jobs@mail.house.gov by November 17th. Please format the subject line of your email "First Name Last Name – Press Intern – Spring 2024.”

MEM-553-23 The Democratic Staff of the Committee on Education and the Workforce is currently accepting applications for our spring **internship** in Washington D.C. This is a paid position.

Prospective interns will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks. Responsibilities include answering phones, sorting and responding to daily mail, assisting the front office, attending briefings/hearings and preparing memos for staff, performing various research projects, and assisting with other policy events.

Interns will be selected based on the quality of their application materials and demonstrated commitment to public service. College students and recent college graduates are encouraged to apply.

This office is an equal opportunity employer and does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, or disability. The office encourages individuals from all backgrounds to apply.

Interested candidates should submit their intern application, resume, cover letter, a one-page writing sample, and three references in a single PDF

to E&L.Jobs@mail.house.gov by November 17th. Please format the subject line of your email "First Name Last Name – Committee Intern – Spring 2024.”

MEM-550-23 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 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 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.

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 2024 through May 2024. Interested applicants should send a resume, cover letter, and writing sample kriti.korula@mail.house.gov with the subject line “Garcia Spring Internship Application”. Applications will be accepted until November 10, 2023, COB. 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-549-23 Congresswoman Lori Trahan (MA-03) is seeking a press **intern** for her Washington, D.C. office for the Spring 2024 semester.

Candidates should be driven, flexible, and detail-oriented individuals with availability beginning in January.

Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office.

Candidates should have a foundation of technical knowledge on social media platforms.

Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

The Office of Congresswoman Trahan 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. Massachusetts ties are preferred, but not required.

Interested applicants should visit <https://trahan.house.gov/forms/internships/> to submit necessary materials, as well as email a cover letter, resume, and dates of availability to L.T.Internship@mail.house.gov with the subject line "Last Name, First Name: Press Internship Spring 2024". The deadline to apply is 11:59 EST on November 22nd, 2023.

MEM-548-23 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 2024 Winter Term (January - March/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, Digital/Creative Assistant, and Legislative Correspondent.

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital/Creative 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 Legislative Correspondent with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, writing cosponsor recommendations, 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-January to March/April, 2024. 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, November 9, 2023.

MEM-547-23 Office of Congresswoman Sheila Cherfilus-McCormick (D-FL-20)
Spring 2024 **Interns** – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVAC) seeks legislative, administrative, and communications interns for the Spring of 2024 (January-May). Current college students and recent graduates are welcome to apply.

Responsibilities will include:

Legislative Intern: Tracking legislation, assisting with briefing materials for hearings, and researching policy topics for the Legislative team.

Administrative Intern: Answering phones, greeting guests, drafting memos, attending briefings, and supporting office operations.

Communication Intern: Developing graphics/videos for social media, identifying relevant media contacts at the local, state, and national levels, and drafting talking points, floor speeches, press releases, and other communications collateral.

Expectations:

- Maintain a positive attitude and good working relationship with the Office;
- Exceptional writing, research, and analytical skills;
- Meet attendance requirements as established by the Office; and

- Ability to work in a fast-paced environment while completing short and long term-projects.

Compensation:

\$800 monthly stipend (full-time availability preferred).

To Apply:

Applications will be accepted on a rolling basis. The Office will contact the best-qualified candidates to begin the interview process. To apply, please email kaitlyn.kaufman@mail.house.gov with “Spring [Legislative/Administrative/Communication] Intern” in the subject line and the following materials: (1) cover letter, (2) resume, and (3) unofficial transcript. The Office of Representative Sheila Cherfilus-McCormick is an equal opportunity employer.

The Office does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to diversity and inclusion. Individuals from all backgrounds are encouraged to apply.

MEM-545-23 Congresswoman Lori Trahan (MA-03) is seeking applicants for the Spring 2024 **internship** program in her Washington, D.C. office to start in January 2024.

Intern responsibilities include, but are not limited to, handling constituent correspondence and communication, attending legislative hearings and briefings, guiding Capitol building tours, managing the front desk, and assisting staff with administrative tasks. Ideal candidates have a positive attitude, strong work ethic, excellent written and oral communication skills, and eagerness to learn about the political process and congressional affairs. District & Massachusetts ties are strongly preferred, but not required.

Typical hours for internships are Monday through Friday from 9:00 am to 5:00 pm, although hours may be flexible to accommodate students’ course schedules. Both part-time and full-time interns are encouraged to apply.

The Office of Congresswoman Trahan 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 email a cover letter, resume, and dates of availability to LT.Internship@mail.house.gov with the subject line “Last Name, First Name: DC Spring 2024 Internship”. The deadline to apply is 11:59 EST on November 22nd, 2023.

MEM-542-23 Congressman French Hill (AR02) has **internship** positions available for the Spring 2024 term in both his DC and Little Rock offices.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns should have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be detail-oriented self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have a working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred. Internships are open to college and graduate students as well as recent graduates. The office offers paid and unpaid internships depending on availability.

To apply, please send a resume and cover letter to AR02.Applications@mail.house.gov. Indicate which location you are applying for. Applications should be submitted by December 1, 2023, but will be accepted on a rolling basis until all positions are filled.

If you have any questions, you can contact the office for additional information at (202) 225-2506.

MEM-541-23 The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) eight-week spring **internship** in our Washington D.C. office. The preferred dates of this internship are January 15th through March 8th 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 will be paid \$3,200 for the duration of an eight week long, full-time position

- 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 PDF. Rolling applications are open until November 17th at 11:59 pm PT.

MEM-540-23 The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2024 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters, writing memos, conducting research for the legislative staff, drafting social media posts, designing graphics, and providing support for the day-to-day activities of the office. Our interns have the opportunity to work either in person or virtually, but preference will be given to applicants who can commit to working in person. Interns are paid via a monthly stipend.

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 one short writing sample to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their availability for Monday-Friday. The deadline to apply is 6:00 PM ET on Friday, November 17th, 2023.

MEM-537-23 Press Intern:

Congressman Kevin Mullin's (CA-15) D.C. office is seeking an in-person, part-time, paid press intern for Spring 2024. The press intern will work closely with the Press Secretary and occasionally the legislative team.

Applicants should be organized, creative, familiar with current events, and detail oriented. Responsibilities include answering telephones; compiling daily press clips; creating content for social media; drafting press releases, newsletters, and other written materials; maintaining press lists; clipping floor and hearing remarks; and designing graphics.

The ideal candidate is team-oriented, has written and oral communication skills, experience with graphic design, and relevant communications experience. A strong work ethic, the ability to excel in fast-paced environments, and a willingness to assist wherever needed is a must.

This position pays \$15 per hour and will be based on an approximately 25-hour work week. Interested applicants should send their resume, a cover letter explaining their interest and any relevant experience, and one sample graphic to Mullininternships@gmail.com with the subject line "last name, first name - Mullin Spring Press Internship Application" in one PDF. California ties are preferred, but not required. The deadline to apply is November 17th, 2023. 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 and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity.

MEM-536-23 Legislative Intern:

The 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 Spring term begins early- to mid-January and will end late-April early-May 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. Email subject line should follow the following format: LastName, FirstName – Spring 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 November 17th, 2023. 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-534-23 Congresswoman Hillary Scholten is looking for highly motivated and driven **interns** for Spring 2024.

Opportunities are available for both her Washington, D.C. office and her district office in Grand Rapids. To apply, please submit your resume, cover letter, and two references in one PDF to MI03Internships@mail.house.gov. The subject line must include your full name and which office you are interested in for your application to be considered. Interns will receive a monthly stipend.

DC OFFICE

Hours will typically be 9 a.m. to 6 p.m. when Congress is in session and 9 a.m. to 5 p.m. when Congress is out of session. Interns are expected to work full time but hours can be flexible to accommodate students' hectic course schedules. The D.C. Office internship allows interns to get involved with the legislative process.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Putting together daily news clips
- Assisting the legislative staff with research and compiling information
- Giving Capitol tours
- Attending hearings and briefings
- Any other tasks assigned by the Internship Coordinator

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. Minorities are strongly encouraged to apply. Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

DISTRICT OFFICE- Grand Rapids

The district office is open from 9 a.m. to 5 p.m. Monday through Friday. Interns are expected to work a minimum of 16 hours weekly, in no less than 4 hours blocks. This is to accommodate their academic schedules. District office interns

will engage with constituents and the community while being at the intersection of the federal government.

Responsibilities include:

- Answering phone calls and greeting constituents and stakeholders that enter the office.
- Logging phone calls, mail, and other correspondence into our database
- Drafting letters addressing constituent concerns
- Monitoring local news and social media for current activities in the district
- Assisting the district staff with research
- Attending meetings with local stakeholders or constituents
- Interacting with government agencies to resolve constituent issues
- Any other tasks assigned by the Internship Coordinator

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. Minorities are strongly encouraged to apply.

Ties to Michigan's 3rd Congressional District/West Michigan are a plus.

MEM-533-23 Representative Mary Gay Scanlon (PA-05) Paid Spring Legislative **Internship**

Responsibilities include, but are not limited to:

- Drafting constituent correspondence
- Researching various legislative issues and writing policy memos for the Congresswoman
- Attending briefings, hearings, and markups and drafting related memoranda
- Responding to constituent mail and answering office phones

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

To apply, please submit a resume, cover letter, one short writing sample (no more than 1-2 pages), and two references to Madhumita.Gupta@mail.house.gov with the subject line "Spring Legislative Internship, NAME" by November 24th, 2023. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-531-23 Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Spring 2024 **internship** program in her Washington, D.C. office.

Responsibilities: The office of Congresswoman DeLauro runs an internship program intended for current undergraduate students, recent college graduates, and students currently enrolled in graduate school. Internships in Congresswoman

DeLauro's office entail both administrative and legislative work. Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support.

Qualifications: Applicants should have the ability to work in a fast-paced environment as well as possess excellent writing skills and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

How to Apply: Please email your completed intern application form along with a cover letter, resume, brief writing sample (1-2 pages), and two reference contacts to Claybrook.Vaughan@mail.house.gov with the subject line "Spring 2024 Internship" by 11:59PM on November 17. Please send completed application form and all application materials in a single PDF file.

Link to website: <https://delauro.house.gov/services/internships>

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability, or sexual orientation.

MEM-525-23 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 Spring 2024 **internship** program.

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

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

Responsibilities:

Interns are responsible for both administrative and legislative duties.

Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings,

attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-524-23 Spring Press Internship ----

Congressman Dan Goldman offers internships in his Washington D.C. To apply, please submit your resume, cover letter, and a short writing sample as one PDF below.

We are proudly an office that is an equal opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be given to candidates with ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Spring Priority Application Deadline: Friday, November 10th at 5pm.
Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Compiling daily press and TV/Radio clips
- Drafting press releases
- Transcribing the Congressman's public remarks
- Maintaining the office's press list and identifying new contacts
- Supporting our Digital Manager in social media and graphic design projects
- Answering phones
- Batching emails and drafting responses to constituents
- Assisting staff with events

Applicant Requirements

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills including the ability to prioritize, and track work status
- Attention to detail
- Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

<https://goldman.house.gov/services/internships>

Please do not call in or come to our office to ask the status of your application. We will contact applicants to provide them with next steps.

MEM-523-23 Legislative **Internship/Clerkship** ----

Congressman Dan Goldman offers internships and clerkships in his Washington D.C. To apply, please submit your resume, cover letter, and a short writing sample as one PDF.

We are proudly an office that is an equal opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression. Special consideration will be given to candidates with ties to NY-10 and those who speak a second language so please include this information in your cover letter.

Spring Priority Application Deadline: Friday, November 10th at 5pm. Applications will be reviewed on a rolling basis.

Intern responsibilities may include but are not limited to:

- Answering phones
 - Batching emails and drafting responses to constituents
 - Assisting staff with events
 - Researching legislation and legislative ideas
 - Giving Capitol Tours.
 - Attending briefings and hearings for staff and drafting memos about them
- Applicant Requirements
- Effective communication skills for verbal and written correspondence
 - Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
 - Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
 - Time management skills including the ability to prioritize, and track work status
 - Attention to detail
 - Willingness to learn new skills and tasks and be flexible in supporting Member and all staff in various roles.

<https://goldman.house.gov/services/internships>

Please do not call in or come to our office to ask the status of your application. We will contact applicants to provide them with next steps.

MEM-521-23 Fern Holland International Affairs **Fellowship**:

Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs Fellowship program.

This is a full-time, paid foreign policy fellowship for Spring 2024. This opportunity is only open to candidates who are Pell Grant-eligible. The fellowship is in our Washington, D.C. office. Recent college graduates, and students currently enrolled in graduate school are preferred. Under very rare circumstances, the office will also hire undergraduate students.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, people of color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship form below:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

If you have trouble accessing the application form above, please email Brenna Goss (brenna.goss@mail.house.gov)

If selected, you will be required to submit a FAFSA form. We are accepting applications for Spring through November 15, 2023 at 11:59pm. Feel free to call our office with any questions you may have at (202) 225-8020 or email Brenna Goss.

MEM-520-23 Digital Communications Internship:

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for Spring 2024.

The internship is in-person and based out of our Washington, D.C. office. Preference will go to applicants available to join us for a minimum of 20 hours per week during the Spring semester. A financial stipend will be provided.

RESPONSIBILITIES

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter

- Helping maintain and updating the Congressman's website
- Conducting research and providing staff support for the communications team
- Candidates should be familiar with Adobe Illustrator or Photoshop **(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability
- Ability to handle multiple tasks on tight deadlines
- Be a team-player

APPLICATIONS

Applicants can access the application here:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Please submit a resume, cover letter, and three or more samples of your digital work. Note that applications are due at 11:59pm on November 15, 2023.

If you have trouble accessing the application form above, or if you have any questions please email Michael Suchecki (michael.suchecki@mail.house.gov)

MEM-519-23 Spring Internship:

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 in Spring 2024.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Under very rare circumstances the office will also host high school students. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.

- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can access the application

here: https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on November 15, 2023 at 11:59pm.

If you have trouble accessing the application form above, please email Brenna Goss (brenna.goss@mail.house.gov).

MEM-518-23 Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Spring 2024 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, Troy, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & legislative team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to Internships.AL02@mail.house.gov with the subject line “Spring Intern Application 2024 (Office Location).” Please specify in the email and subject line which office you are applying for.

MEM-516-23 Spring **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12)

Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Spring 2024. The internship is in-person and will run from mid-January to mid-May. Dates are flexible.

This internship is open to undergraduate students and recent college graduates. Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Spring 2024 Internship” to Grace.Looney@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

MEM-514-23 Legal Fellowship

The Washington D.C. office of Rep. Ken Buck (CO-04) is seeking a legal fellow for the fall semester.

The legal fellow will have a substantive role in the Judiciary Committee portfolio, including all hearings and markups. The portfolio also includes technology and telecommunications. The ideal candidate is at least a 2L and able to commit to at least 20 hours per week, with some longer days depending on Judiciary Committee activity. Candidates must be either in law school or have graduated from a law school.

The paid fellowship lasts 4 months with the option to go from December through March or January through April, the candidate must commit to staying all 4 months, in-person. Our office encourages you to work with your school for this experience to count as course credit towards graduation.

Job responsibilities include communicating with Judiciary Committee staff and other offices to advance the congressman’s legislative agenda; briefing the congressman on all committee related activity; reviewing legislation and making policy recommendations to the congressman (always in coordination with the chief of staff); drafting House floor/committee remarks; drafting letters to other government bodies or the private sector; and coordinating with the communications team to publish the congressman’s legislative work.

This is a unique opportunity to work for a senior member of the House Judiciary Committee. In this role, you will be able to build relationships in congress with other staffers and with national interest groups. An individual who appreciates a fast pace and a dynamic workload will thrive in this role.

Qualifications:

- Candidates must be either in law school at the 2L level or above, or have graduated from law school.
- Competitive applicants will have strong written and interpersonal

communication skills.

- Candidates must be able to work in-person, in Washington, DC for four months.

All interested applicants should e-mail their resume, cover letter, and writing sample to Stephanie Gross at Stephanie.Gross@mail.house.gov with the subject line “Spring 2024 Legal Fellow”. Please send all attachments as PDFs.

MEM-513-23 Congressional Internship

The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting internship applications for the Spring of 2024. Typical duties will include answering phones, leading Capitol tours, 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 internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country’s legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, and cover letters to stephanie.gross@mail.house.gov with the subject line “Spring 2024 Internship.”

MEM-509-23 Washington, D.C., Office Intern

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 Winter/Spring 2024 term runs from early January through late April 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

To apply for an internship with Congressman Schiff, please fill out the internship application form on our website (schiff.house.gov/help/internships) by 11:59pm PST on November 15, 2023.

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-476-23 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Winter 2024.

- The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. 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.
- Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.
- Ties to Washington state and/or the 1st Congressional District are encouraged but not required.
- Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample to Internship.DelBene@mail.house.gov and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work. Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is November 10, 2023, at 11:59PM PT.

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. Members of historically underrepresented communities, including women, people of color, and LGBTQ+ individuals, are strongly encouraged to apply.

MEM-465-23 Fall 2023 Legal **Fellow** – The Office of Congresswoman Cherfilus-McCormick, a member of the House Foreign Affairs Committee (HFAC) and Ranking Member of the House Veterans’ Affairs Subcommittee on Technology Modernization (HVAC) seeks a full or part time legal fellow to work on their legislative team for the Fall of 2023 with an interest in either foreign affairs, health care, housing, or economic development.

Primary responsibilities include supporting senior legislative staff in developing legislative proposals, working with constituents and stakeholders, tracking legislation, drafting letters, and participating in comprehensive research. Candidates should have exceptional writing, research and analytical skills.

Demonstrated interest in working on policy issues – such as foreign affairs (Africa and Western Hemisphere with a special focus on Haiti), health care, housing, or economic development – is preferred. This is a full-time position based in Washington, D.C.

Education/Experience:

- Must be currently enrolled in a Juris Doctor program.
- Congressional experience, including internships, is preferred.

Expectations:

- Full (preferred) or part time availability;
- Maintain a good working relationship with the legislative department;
- Meet attendance requirements as established by the Office; and
- Ability to work in a fast-paced environment while completing long term-projects.

Compensation:

\$3,000 monthly stipend.

To Apply:

Applications will be accepted until the position is filled. The Office will contact the best-qualified candidates to begin the interview process. To apply, please email Fabian.Lucero@mail.house.gov with “Fall 2023 Legal Fellow” in the subject line and the following materials: (1) cover letter, (2) resume, (3) transcript, (4) two references including name, current title and organization, phone number and email.

The Office of Representative Sheila Cherfilus-McCormick is an equal opportunity employer. The Office does not discriminate on the basis of an individual’s race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to diversity and inclusion. Individuals from all backgrounds are encouraged to apply.