

House Vacancy Announcement and Placement Service

Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Internship Openings

Week of November 11, 2024

MEM-477-24

Spring 2025 DC Internship

The office of Congresswoman Susie Lee is seeking full-time, Spring 2025 Interns for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, assisting the communications teams with drafting, and other tasks as assigned. Successful candidates will work well under deadlines, are organized, hard-working, detail-oriented, have excellent customer service skills, and are team players. Nevada ties are strongly preferred. Interns will be eligible for a monthly stipend. Interested candidates should send a resume, cover letter, and 2 writing samples to NV03Resumes@gmail.com with "Spring 2025 DC Intern - [Last Name], [First Name]" in the subject line. No phone calls or walk-ins please.

MEM-472-24

Winter/spring internships in Congresswoman Michelle Steel's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. Interns are paid on an hourly basis. Start dates would be expected in early to mid-January.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of California's 45th district. Interns would be exposed to a wide range of policy areas, including the Congresswoman's work on the House Ways and Means Committee, Education and Workforce Committee, AI Task Force, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

MEM-466-24



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Spring **Internship** post

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

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

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. This is a paid internship.

Please send resumes and cover letter to Milka.jurado2@mail.house.gov

MEM-464-24

DC Legislative Intern

The Office of Congressman Joaquin Castro (TX-20) is looking to hire a motivated and detail-oriented college student or recent college graduate to join our Washington, D.C. office for the upcoming Spring 2025 Semester.

Interns are responsible for answering phones, researching legislation, attending hearings and briefings, and responding to constituent letters on the various issues that come before the House. As a result, interns will experience a firsthand look at the legislative process and the many other functions of a congressional office.

Candidates should be interested in public policy, detail-oriented, motivated, organized, willing to learn, have good phone etiquette, and strong writing skills.

This internship will run from January 2025 – April 2025. All interns are paid \$15 an hour.

Interested applicants should email cover letter, resume, a 2-page writing sample, and a completed Intern Application Form to Castro.InternApplication@mail.house.gov. Applications will be accepted until November 26th 6:00 PM EST.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-464-24



Representative Seth Magaziner (RI-02) seeks part-time, paid Spring 2025 **interns** for his Warwick, Rhode Island office, to start at the beginning of January.

Duties include, but are not limited to:

- Provides a welcoming environment and positive first impression of the Member office to constituents, visitors, and other VIPs;
- Answers incoming calls with poise, professionalism, and promptness;
- Sorts and distributes mail;
- Assists Member and key staff (e.g. staff assistant, scheduler, District Director) with logistical and administrative duties;
- Receives and logs input from constituents on policy matters for the Member office's consideration and response;
- Conducts research, and drafts correspondence and memoranda;
- Assists with planning and execution of Member's public outreach at local events;
- Accompanies district staff to public forums, meetings, and events as a representative to the Member.

Applicants should apply on our website <https://magaziner.house.gov/services/internships>

Consistent with applicable law, the Office requires all interns to be fully vaccinated against COVID-19 as a term and condition of employment.

Female, minority, and LGBTQ+ candidates are strongly encouraged to apply. 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.

MEM-463-24

Paid Spring 2025 **Legislative Internship** – DC Office of Congresswoman Mary Gay Scanlon Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

Legislative Internship

Responsibilities include, but are not limited to:

Drafting constituent correspondence

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



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

To apply, please submit a resume, cover letter, one short writing sample, and two references to Madhumita.Gupta@mail.house.gov with the subject line “Spring Legislative Internship, NAME”. Please include availability in the cover letter and compile all application materials into one PDF document.

MEM-461-24

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Spring 2025 term.

Responsibilities include answering phones, 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 15th, 2024.

MEM-459-24

Rep. Cliff Bentz (OR-02) Congressional Paid **Internship** Opportunity

Description:

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



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

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

Desired Availability:

Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person and paid.

All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships>

MEM-455-24

The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40 hours a week) ten-week fall **internship** in our Washington D.C. office. The preferred dates of this internship are starting in mid-November, but start dates are 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:

- Academic credit may be available and should be arranged with your academic institution.

The Office is an equal employment opportunity employer and, consistent with the Congressional Accountability Act ("CAA") and House Rule XXIII, does not discriminate on the basis of an individual's race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, parental status, or any other



factor or basis prohibited by applicable federal law. This means that these factors will not be the basis for any hiring, discharge, promotion, pay, benefits, or reassignment decision or action, or any other personnel or job action affecting the terms, conditions, and privileges of employment. Consistent with the CAA, the Office may, however, consider party affiliation, domicile, and political compatibility in making employment decisions.

Application:

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

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume, cover letter, and a writing sample that is no longer than 2 pages all in one PDF file. Rolling applications are open until November 15th at 11:59 pm PST.

MEM-453-24

The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Spring 2025 term. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support. Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email ok05internship@mail.house.gov with a copy of your resume.

MEM-447-24

Congresswoman Dina Titus (NV-01) seeks highly motivated **Legislative Interns** in our D.C. office for the Spring 2025 semester.

Interns in our D.C. office will have the opportunity to witness the legislative process and the inner workings of Capitol Hill first-hand. Responsibilities include but are not limited to



answering constituent phone calls, attending policy briefings and meetings, providing tours of the United States Capitol, and conducting legislative research to support the needs of the Congresswoman's staff. The internship will run from January through May, from 9 am-6 pm when Congress is in session and from 9 am-5 pm when Congress is not in session.

The ideal candidate possesses excellent oral and written communication skills, prioritizes professionalism, is a dedicated team player, and has a friendly persona. Ties to Nevada's First District are a plus, but not required. 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.

How to Apply:

Interested applicants should fill out the form below and include a cover letter, resume, and short (1-2 page) writing sample. Applications will be accepted until Sunday, December 1, 2024, on a rolling basis.

Application Form: airtable.com/appjUVDedFRF8MvRK/shrHMRz57ZvPcdOdy

MEM-444-24

The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 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 WisconsinResumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-443-24



The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 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 WisconsinResumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-441-24

The Office of Congressman Jim Costa (CA-21) seeks a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital platforms while learning how to connect people to policy.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will be under the supervision of the Communications Director and Internship Coordinator.

Internship Responsibilities

- Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.
- Edit photos and create engaging graphics in line with the Congressman's brand.
- Clipping, editing, and compiling videos.
- Assist with the creation and maintenance of press lists.



- Compile daily press clips and reports about social media analytics.
- Other office tasks such as answering phones, drafting correspondence, conducting tours, and other duties as required.

Internship Dates and Details:

Fall internships will start in early December 2024 and go until April 2025, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, November 15th.

Apply: Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa (house.gov), (<https://costa.house.gov/services/internships>) specifying in their application their desire to be a press intern.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Contact: Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at Grant.menolascino@mail.house.gov.

MEM-440-24

Congressman Josh Harder (CA-9) is seeking motivated **legislative interns** for the Spring Session in his Washington, DC office. Interns will participate in the daily operations, assisting with congressional hearings, writing memos, answering phones, sorting mail, and supporting staff. Candidates should exhibit strong work ethic, attention to detail, punctuality, and excellent writing skills. District ties are preferred but not required. This paid internship provides valuable experience in government and politics. To apply, send your resume, cover letter, and a 1-2 page writing sample as a PDF to Eli.Aguayo@mail.house.gov by COB on November 22nd, 2024.

MEM-437-24

The Office of Congressman Jim Costa (CA-21) seeks a highly motivated and creative **Digital/Press Intern** to join a fast-paced communications operation based in Rep. Costa's Washington, D.C. office for the Winter/Spring 2025 intern class.

This internship program prides itself on its educational aspects. Press interns will immerse themselves in fast-paced press operations and learn the ins and outs of a congressional communications shop. They will have an opportunity to learn and engage on various digital



platforms while learning how to connect people to policy.

Qualified candidates should have strong writing, editing, and digital skills to assist with time-sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Valley ties are a plus. The intern will be under the supervision of the Communications Director and Internship Coordinator.

Internship Responsibilities

Assist the Communications Director and Press Assistant with drafting social media content, e-newsletters, targeted mailing, and website content.

Edit photos and create engaging graphics in line with the Congressman's brand.

Clipping, editing, and compiling videos.

Assist with the creation and maintenance of press lists.

Compile daily press clips and reports about social media analytics.

Other office tasks such as answering phones, drafting correspondence, conducting tours, and other duties as required.

Internship Dates and Details:

Fall internships will start in early December 2024 and go until April 2025, with some flexibility. Interns are expected to work in compliance with the office's regular hours of operation. Our office cannot accommodate remote or hybrid internships at this time.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, November 15th.

Apply: Interested applicants should fill out the internship application via our website: Internships | Congressman Jim Costa (house.gov), specifying in their application their desire to be a press intern.

No phone calls, or walk-ins, please. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Contact: Please reach out to our intern coordinator, Grant Menolascino, with any questions regarding the application process at Grant.menolascino@mail.house.gov.

MEM-435-24

The Democratic Staff of the **House Energy and Commerce Committee** seeks qualified undergrad students and recent graduates for **Legislative Interns** for the Spring 2025 session.

An internship with the Energy and Commerce Democrats is designed to give students a



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thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidates are organized and committed students eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Interns will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov. In your cover letter, please indicate preferred start/end dates for scheduling purposes and whether you are available to work full-time or part-time. Please put "Spring 2025 Legislative Intern Application" in the subject line. The deadline for applications is November 15, 2024. Please no phone calls or drop-ins.

MEM-433-24

Press Internship

The Office of Representative Brad Schneider (D-IL-10) is now accepting applications for Spring 2025 **Press Interns** in the Washington, D.C., office. This paid internship runs from early January through late May and is open to both undergraduate and graduate students. Hours are flexible to accommodate academic schedules, with general hours from 9:00 a.m. to 6:00 p.m. when Congress is in session and 9:00 a.m. to 5:00 p.m. when not.

As a press intern, you will collaborate closely with the communications team to create engaging graphics, edit videos, and draft social media content. You may also have the opportunity to join staffers alongside the Congressman at events or during meetings to capture pictures and draft content on-site. Additional responsibilities include some legislative internship duties, such as answering constituent calls, leading Capitol tours, and assisting with front office administrative tasks.

The ideal candidate is adaptable, detail-oriented, and thrives in a fast-paced, deadline-



driven environment. Strong writing skills are essential, as is the ability to communicate effectively with both internal and external stakeholders. Experience with graphic design platforms like Canva, as well as photo and video editing software, is a plus.

Interested applicants should submit one PDF file containing a cover letter, resume, two references, a 1–3-page writing sample, and one example of digital work (video, graphic, or photo). These materials should be sent to Matthew.Rodriguez@mail.house.gov with the subject line “Spring 2025 Press Internship Application – [Your Name]”. Please submit your application by 11:59 p.m. EST on November 12th, 2024.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. This office is an equal-opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-429-24

The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital media and traditional **press intern** position this spring. The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

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

MEM-428-24

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. and District (Sacramento) offices for the Spring 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office.

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



variety of constituent casework or in-district projects, as needed.

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

MEM-423-24

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the Spring 2025 **Internship** program. Applications are considered on a rolling basis.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend. The spring internship will span early January to early May, but start/end dates are flexible based on semester schedule.

Please send a resume, cover letter, three professional references and a brief writing sample to andrew.skurnik@mail.house.gov. No phone calls or drop-ins, please. Applications will be reviewed on a rolling basis and applicants are encouraged to apply early. Incomplete applications will not be reviewed.

When emailing over your completed application materials, please include a resume, cover letter. And 2-3 references in one combined PDF.

MEM-420-24

Congresswoman Rosa L. DeLauro (CT-03) is seeking applicants for the Fall 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 combine 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 an ability to work in a fast-paced environment, 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 (also located on delauro.house.gov/services/internships), cover letter, resume, brief writing sample (1-2 pages), and two reference contacts in a single PDF file to Lydia.McCarty@mail.house.gov with the subject line "Spring 2024 Internship" by November 15.

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-418-24

Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Spring 2024.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. They should be self-starters with excellent writing and organizational skills.

Our office is an equal opportunity employer, and 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 New Jersey ties and to those from backgrounds that are traditionally underrepresented in Congress.

Key responsibilities of D.C. interns include:

- Greeting guests and assisting with front office operations
- Answering phones, recording constituent opinions, and correctly processing other inquiries
- Legislative work: attending hearing and briefings, writing memos, composing cosponsor recommendations, and drafting letters to be sent to constituents
- Organizing incoming mail
- Assisting with press clips and communications tasks

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. The internship will take place in-person from January to May. Preference will be given to those with availability of at least 20 hours per week, and a stipend will be provided.



To apply, please fill out the application and submit a resume and cover letter through this link: menendez.house.gov/services/internships. Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

MEM-416-24

The Office of Congresswoman Summer Lee is committed to investing in the next generation of public leaders and citizen activists. Congressional **internships** offer a comprehensive learning opportunity to understand better how congressional offices and the legislative process work. Both in the Washington, DC, and District Office, the internship program is designed to be a learning experience in which students are exposed to various areas including constituent services, scheduling, office administration, press and communications, and legislative policy.

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

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

All applicants should apply by November 15, 2024,
at: <https://summerlee.house.gov/internships>.

MEM-414-24

The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the Spring 2025 term.

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

Intern Expectations

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills;



work well in a team environment; and have a general understanding of the US political system.

Internship Responsibilities

Legislative interns can expect to:

- Answer phones and assist in correspondence with constituents
- Greet constituents and office visitors
- Process tour requests and lead Capitol tours
- Handle mail
- Assist in processing casework
- Perform legislative research
- Work on other administrative tasks as directed

Press interns can expect to:

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

In our DC office, you can apply to be EITHER a Legislative OR Press intern. In our Los Angeles office, you will be a general office intern.

Internship Dates and Details:

Spring internships are slated to start early January and go until late April/early May, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.-5 p.m. Unfortunately, we cannot accommodate remote or hybrid internships at this time.

Deadline: Applications must be submitted by 6 p.m. ET on Friday, November 22nd .

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

- CA37.internships@mail.house.gov for DC office internship.
- Use the subject line “First name Last name [legislative] OR [press] – Spring 2025 internship”
- ca37.DOinternships@mail.house.gov for Los Angeles office internship
- Use the subject line “First name Last name – Spring 2025 Internship” in your email.

Please reach out our intern coordinator, Madilyn Brandon, with any questions



at Madilyn.Brandon@mail.house.gov.

MEM-407-24

Job Opening: **Spring DC Fellowship**

Office: Congressman Shri Thanedar

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

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

Duties include but are not limited to:

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

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

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

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

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

MEM-406-24

Job Opening: **Spring DC Internship**

Office: Congressman Shri Thanedar

The Washington, D.C. Office of Congressman Shri Thanedar (MI-13) is now accepting applications for press and legislative internships during the Spring 2025 term. This



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internship is a great opportunity for individuals who seek to gain public service experience and insight into Capitol Hill. This is a full-time, in-person position.

Duties include but are not limited to:

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

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

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

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, or age. We strongly encourage BIPOC-identifying individuals and members of other underrepresented communities to apply.

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

MEM-398-24

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

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

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

Legislative intern responsibilities include:

- Attending committee hearings and congressional briefings,



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

Press intern responsibilities include:

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

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

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

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

MEM-396-24

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

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



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

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

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

MEM-393-24

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

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

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

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

Qualifications

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

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

Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Stipends or academic credit are available.



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

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

