



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of January 30, 2023**

**MEM-059-23** Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Summer 2023 term.

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

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

Interested applicants should email their resume, cover letter, and dates of availability to [savannah.coughlin@mail.house.gov](mailto:savannah.coughlin@mail.house.gov) with "Summer 2023 Internship" in the subject line.

**MEM-057-23** The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person summer **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff.

Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and ability to manage multiple tasks at once. The ideal candidate can work a full-time schedule with operating hours of 9:00 am to 6:00 pm when Congress is in session and 9:00 am to 5:00 pm when Congress is in recess. Kansas City and Missouri ties are a plus.

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

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to [MO5internships@mail.house.gov](mailto:MO5internships@mail.house.gov) with “Clever Internship Summer 2023” as the subject line. Additionally, candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until February 28th. Please, no phone calls, faxes, or drop-ins.

**MEM-054-23 Summer Intern (Paid) - Congresswoman Kay Granger’s (TX-12)**

Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. 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 “Summer 2022 Internship” to [Jerome.Vainisi1@mail.house.gov](mailto:Jerome.Vainisi1@mail.house.gov), or by applying through our website via <https://kaygranger.house.gov/internships>

**MEM-053-23 The Office of Congressman Robert Garcia (CA-42) is currently hiring for a Paid Part-Time Press Intern position (Spring 2023) to work in the Washington, D.C. office. The internship will run through early May 2023.**

The Press Intern works closely with the communications team.

Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists

- Creating graphics for social media

The ideal candidate must be able to work in a fast-paced environment and have previous intern experience in communications.

All qualified applicants, including candidates of diverse backgrounds, are 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.

Interested applicants should send a one page resume, 3 relevant sample tweets, and a social media/graphic design example to [sara.guerrero@mail.house.gov](mailto:sara.guerrero@mail.house.gov) and [marissa.davis@mail.house.gov](mailto:marissa.davis@mail.house.gov) with “Full Name - Spring Press Intern 2023” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-049-23** The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this spring.

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

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

To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-047-23** The Office of Democratic Congressman Eric Sorensen (IL-17) seeks paid Press **Interns** for the D.C. office.

This internship is a great opportunity for individuals with a strong desire to gain public service experience and insight into Capitol Hill. We are hiring immediately. Hours may be flexible to accommodate students' course schedules, although student status is not required. The duration of the internship will be through approximately April 30, 2023. Start date may be flexible. This is an in-person internship. While Press Interns will work closely with the Communications staff, they will assist all teams with day-to-day office tasks.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Intaking constituent comments
- Coordinating tour requests
- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media
- Assisting with updates to the Member's official social media channels
- Attending congressional briefings and hearings
- Drafting constituent correspondence

The ideal candidate will be able to work in a fast-paced environment and have previous intern experience in communications. We are looking for candidates with an eagerness to learn, customer service skills, and a strong interest in public service.

This office is an Equal Opportunity Employment Office and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, disability, military status, age, marital status, or parental status. We strongly encourage members of underrepresented communities to apply, including working students, returning students, and students who are parents to apply.

To apply, please send a resume, cover letter, and 2-3 references to [emma.millspaugh@mail.house.gov](mailto:emma.millspaugh@mail.house.gov) with the subject line "Last Name - DC Spring Intern." Applications will be reviewed on a rolling basis.

**MEM-046-23** The Office of Democratic Congressman Eric Sorensen (IL-17) seeks paid **Interns** for the D.C. office.

This internship is a great opportunity for individuals with a strong desire to gain public service experience and insight into Capitol Hill. We are hiring immediately. Hours may be flexible to accommodate students' course schedules, although student status is not required. The duration of the internship will be through approximately April 30, 2023. Start date may be flexible. This is an in-person internship.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Intaking constituent comments
- Drafting constituent correspondence
- Coordinating tour requests

- Attending congressional briefings and hearings
  - 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 a strong interest in public service.

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 members of underrepresented communities to apply, including working students, returning students, and students who are parents to apply.

To apply, please send a resume, cover letter, and 2-3 references to [emma.millspaugh@mail.house.gov](mailto:emma.millspaugh@mail.house.gov) with the subject line “Last Name - DC Spring Intern.” Applications will be reviewed on a rolling basis.

**MEM-044-23** The office of Congresswoman Sydney Kamlager-Dove (CA-37) is currently hiring a Paid Full Time Spring Press **Intern** to work in the Washington, D.C. office.

The press intern will work closely with the communications team in a fast-paced, battleground Congressional office. The internship will begin in January and run through early May 2023.

Responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media
- Assisting with updates to the Member’s official social media channels

The ideal candidate will be able to work in a fast-paced environment and have previous intern experience in communications.

Candidates of diverse backgrounds are 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.

Interested applicants should send a resume, one writing sample (or cover letter), and any additional social media/graphic examples that they wish to include to [ca37staff2022@gmail.com](mailto:ca37staff2022@gmail.com) with “Full Name - Spring Press Intern” in the subject line. Applications will be reviewed on a rolling basis.

**MEM-039-23** The DC office of Congressman Dan Goldman seeks a Press **Intern**, a Legislative Intern, and a Law Clerk to start this February. All are paid positions.

The Press Intern will have the opportunity to work on a busy press team compiling press clips, drafting press releases and other written materials, maintaining press lists, assisting with press events, drafting social media content, developing graphics, processing constituent mail, and drafting constituent responses among other duties. College students and recent graduates are welcome to apply.

The Legislative Intern will have the opportunity to work on an active legislative team to attend briefings, draft memos, conduct research, assist with constituent meetings, monitor the floor, and assist with events as well as with processing constituent mail and drafting constituent responses among other duties. College students and recent graduates are welcome to apply.

The Law Clerk will have the opportunity as a law student or recent graduate to conduct research, monitor legislation, represent the member in meetings/briefings, assist with preparing materials for committee hearings, markups, and events, draft oversight letters, support with processing constituent mail, and draft constituent responses among other duties.

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 from underrepresented backgrounds, those with ties to NY-10, who speak a second language, are first-generation, have lived experiences that will allow them to bring diverse perspectives to the work they do, and those with prior Congressional Internship experience so please include this information in your cover letter.

To apply for one of these positions, please send a resume, a cover letter, and a writing sample as one PDF to [ny10goldmanresumes@gmail.com](mailto:ny10goldmanresumes@gmail.com) with “Full Name - [Press Intern/Legislative Intern/Law Clerk]” as the subject line.

**MEM-036-23** The Office of Congressman Glenn Ivey (MD-04) seeks **interns** for the Largo, MD office. This internship is a great opportunity for individuals with a strong desire to gain public service experience and to serve the constituents of the Fourth District of Maryland.

Duties include but are not limited to:

- Answering phone calls
- Greeting office visitors
- Intaking constituent casework
- Drafting constituent correspondence
- Attending local meetings and events

- Assisting District staffers with various tasks

Other duties will be based on the intern's interests. This is a paid internship opportunity. The desired start date is February 6, 2023. Ties to Maryland's 4th congressional district and Spanish language proficiency are preferred but not required. We are looking for candidates with an eagerness to learn, customer service skills, and organization skills.

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, a writing sample of 1-3 pages, and 2 references to [maryam.hassanein@mail.house.gov](mailto:maryam.hassanein@mail.house.gov) with the subject line District Intern Application.

**MEM-027-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. This internship would begin in January and last until early May 2023.

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

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship.

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

**MEM-023-23** The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a Spring 2023 **internship** in her Washington D.C. office.

Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, opening and sorting mail, drafting constituent letters,

performing legislative research, leading Capitol tours, and assisting with communications tasks. The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

Ideal candidates will be team-players who have a strong work ethic, quality written and verbal communication skills, possess a positive attitude and a commitment to exceptional constituent service. Florida ties are preferred but not required.

Interested candidates should submit their cover letter and resume to [hannah.so@mail.house.gov](mailto:hannah.so@mail.house.gov).

**MEM-022-23** The Office of Congresswoman-Elect Valerie Foushee (NC-4) is seeking to hire a paid **intern** for her Durham 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 from January 2023---May 2023. Part-time interns must work at least 10-15 hours a week, Monday-Friday, 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](mailto:NC04Resumes@mail.house.gov).

**MEM-008-23** Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Spring 2023 and Summer 2023 semesters. Current college students and recent graduates are welcome to apply.

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

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



To apply, please send your resume and cover letter to [randy.mai1@mail.house.gov](mailto:randy.mai1@mail.house.gov).

**MEM-597-22** House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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.

Interested applicants should send a cover letter, resume, and brief writing sample to [housedemjobs@gmail.com](mailto:housedemjobs@gmail.com) with “Legislative Fellow” in the subject line.