



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of June 24, 2024

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

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

Job Duties:

- Duties in this role include but are not limited to:
- Provide a welcoming environment and a positive first impression of the office to constituents and visitors to the office
- Handle incoming calls with poise, professionalism, and promptness
- Sort and/or log incoming calls, mail, and electronic correspondence
- Assist with tour and greeting requests
- Assist the Legislative Correspondent/Staff Assistant with research and preparing official correspondence
- Run errands, draft letters, draft memos for office staff
- Assist with various constituent case work and constituent services

- Attend policy briefings and other informational sessions, then prepare briefs on the covered information
- Overall assist the DC office team with work as assigned

To apply, please fill out the application though:

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

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

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-257-24 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for **legislative internships** in Washington, DC for Late August-December. Please indicate availability in the first paragraph of the cover letter.

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 by July 15, including a resume, cover letter, and a short writing sample at the following link: cartwright.house.gov/services/internships

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

- Completing constituent calls;
- Writing letters, certificates, and proclamations;
- Day-to-day office work;

- Interacting with members of staff in the Rochester office and virtually in the D.C. office;
- Other duties delegated by members of staff including various constituent case work or work on District-based projects of importance.

As a result, interns will learn about the functions of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent communication skills, strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

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

For more information on the district internship please visit:

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

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

MEM-255-24 The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an **internship** during the 2024 Fall term. Applicants must be based in Washington, D.C. for the duration of the fall internship (late August – mid December, subject to change).

The hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Interns receive a stipend distributed based on total hours worked.

In Washington, D.C., interns' responsibilities will vary. Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;

- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Interacting with members of staff in the D.C. office and virtually with the Rochester office;
- Other administrative tasks as assigned.
- As a result, interns will learn about the operations of a congressional office, congressional communications, and the legislative process.
- Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)
- Dates of availability

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:

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

Applications should be sent in PDF format to

Savannah.Chadwick@mail.house.gov with “NY-25 Fall 2024 DC Internship” in the subject line. The deadline for this internship application is July 22nd at 11:59pm EST. Applicants are encouraged to submit their application early.

Interview requests will be sent out following the July 22nd deadline.

MEM-253-24 Congressman Mike Levin (CA-49) seeks press and **legislative interns** for his Washington, D.C., office for the Fall 2024 term.

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

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

Legislative intern responsibilities include:

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

Press intern responsibilities include:

Assisting the Communications Director and Digital Manager/Press Secretary in drafting and editing social media content, digital graphics, and other digital materials,

- Drafting press releases, newsletters, remarks, and talking points,
- Compiling daily press clips and maintaining press lists,
- Answering phones and processing mail,
- Leading constituents on tours of the Capitol,
- Working on other administrative and communications-related tasks, as directed.

Press interns should have strong social media skills and basic familiarity with graphic design and video editing. Submission of a sample graphic or similar communications work with your application is strongly encouraged.

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

To apply for an internship with Representative Levin, please email a cover letter, resume, three references, and a brief writing sample all in one pdf file, with the file name including internship class, year, last name, and first name (i.e. Fall2024.Doe.Jane.pdf) to CA49.DCInternships@mail.house.gov by July 15, 2024. Please specify whether you are applying for the press internship or the legislative internship. Applicants with strong ties to the 49th District are given preference.

MEM-252-24 The Office of Congresswoman Marilyn Strickland is currently accepting applications for a fall **communications intern**. Communications Interns assist the communications staff by compiling media clips, drafting social media posts and press releases, creating digital content, answering phones, inputting casework

inquiries, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

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

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

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

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

MEM-251-24 The Office of Congresswoman Marilyn Strickland is accepting applications for a fall **legislative intern**. Legislative Interns assist the legislative staff by preparing briefing notes and memos, researching legislation, tracking legislative activity, providing mail program support, answering phones, inputting casework inquiries, attending hearings, and advancing the Congresswoman's legislative agenda.

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

Interested applicants should send a resume, cover letter, and a writing sample not to exceed one page in length in a single PDF document to WA10resumes@gmail.com with "DC Fall Legislative Internship-[LAST

NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for and your dates of availability. The internship will run from September – December.

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

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

MEM-246-24 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns for the fall** of 2024. This is an in-person opportunity with limited hybrid hours possible. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee’s 9th District are preferred but not required. Start dates are flexible. Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee’s 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-245-24 Representative Mary Gay Scanlon (PA-05) Paid Fall **Legislative Internship**
Internships are based in Congresswoman Scanlon's Washington, DC office for college students and recent graduates and will be in person. Hours are flexible to accommodate students' course schedules, but generally run from 9 a.m. to 5 p.m. The Legislative Internship is paid via monthly stipend.

Legislative Internship

Responsibilities include, but are not limited to:

Drafting constituent correspondence

Researching various legislative issues and writing policy memos for the Congresswoman

Attending briefings, hearings, and markups and drafting related memoranda

Responding to constituent mail and answering office phones

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

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

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

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

To apply, please visit the "Internships" page of Congresswoman 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-237-24 Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. office for Fall 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 August or September to December or January. 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: <https://menendez.house.gov/services/internships> Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

MEM-234-24 “The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall 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-231-24 The Washington, D.C., Office of Congressman Adam B. Schiff (CA-30) is seeking professional, enthusiastic, and hardworking **interns** to assist staff with administrative and legislative work.

The Fall 2024 term runs from September through November and is open to undergraduate students and recent college graduates. Interns typically work three days per week, with flexibility to accommodate class schedules. Interns will receive a stipend. Academic credit is also available.

Responsibilities

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

To Apply

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

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

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

MEM-219-24 The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Fall2024 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-218-24 "The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session.

The start date would be as early as August 15th (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits. The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to nj02internships@mail.house.gov. Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter]."

MEM-217-24 Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District (Kirkland) offices. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Washington, D.C. interns will have the

opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

To apply, please send a cover letter, resume, and short writing sample (1 to 2 pages) to Internship.DelBene@mail.house.gov. In the subject line, please specify whether you are applying for a D.C. or District internship.

In the body of the email, 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.

The deadline for Fall 2024 internship applications is Wednesday, July 3rd at 11:59 PM.

MEM-195-24 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

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

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can access the application here:

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

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes. If you have trouble accessing the application form above or have other questions, please email Bridget Pegg (bridget.pegg@mail.house.gov)