



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of March 27, 2023**

**MEM-188-23 DC Office – Summer Internships**

The DC office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid and unpaid summer internships (June - August 2023). The DC office offers two types of internships:

Legislative Internships

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.

Press Internships

Press Interns assist the communications staff by compiling clips, drafting social media posts and press releases, creating digital content, and aiding the Congresswoman's communications efforts. Experience working in communications is a plus.

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Ideal candidates for these internships possess strong communication skills, an excellent attention to detail, an ability to succeed in a fast-paced workplace, and a good sense of humor. Ties to Washington State are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document

to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “DC Summer Internship-[LAST NAME]” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Tuesday, April 18, 2023, at 5 PM PT, but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

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

**MEM-186-23** The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. This internship would start immediately 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-181-23** The Office of Congresswoman Sydney Kamlager-Dove (CA-37) is seeking **interns** for our Washington, D.C. and Los Angeles offices for the summer 2023 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 in drafting social media content and other materials like press releases, website content, and newsletters
- Create graphic design posts for socials
- Compile daily press clips
- Edit video clips
- Maintain press lists
- Answer phones and assist in correspondence as needed

#### Internship Dates and Details:

Summer internships are slated to start at the end of May and go until the beginning of August, with some flexibility. Interns are expected to work in person in the office, Monday-Friday 9 a.m.- 5 p.m.

Deadline: Applications must be submitted by 5 p.m. ET on Friday, March 31.

To apply: Interested applicants should send their resume and a brief cover letter to:

- [CA37.internships@mail.house.gov](mailto:CA37.internships@mail.house.gov) for DC office internship
- [Johanna.Rodriguez@mail.house.gov](mailto:Johanna.Rodriguez@mail.house.gov) for Los Angeles office internship
- Use the subject line “First name Last name – Summer 2023 Internship” in your email.

Please reach out our intern coordinator, Lila Puziss, with any questions at [Lila.Puziss@mail.house.gov](mailto:Lila.Puziss@mail.house.gov).

**MEM-180-23** “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Summer 2023 (Internship would run from May through August 2023) in her Washington DC office.

Intern responsibilities are, but are not limited to, answering phones, logging constituent concerns, running errands in the Capitol, and aiding various staff in the Member's office.

Ideal candidates will be quick learners that have initiative, a strong work ethic, strong communication skills, a positive attitude, and are timely. Undergraduate and recent college graduates are preferred. Academic credit is available for qualifying students. Internships are in-person and will require candidates to move to Washington, D.C. for the duration of the internship.

Interested candidates should email with "Washington D.C. Intern Summer 2023" in the subject line, their resume, cover letter, two references, and social media handles to [FL03.Internships@mail.house.gov](mailto:FL03.Internships@mail.house.gov) (No drop-ins or phone calls). The Deadline to apply is April 10th.

**MEM-178-23** The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **interns** for the upcoming Summer 2023 term.

Responsibilities include attending hearings and briefings, drafting and editing constituent correspondence letters and 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](mailto: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, April 21st, 2023.

**MEM-174-23** The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a paid 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, resume, and writing sample to [Hannah.So@mail.house.gov](mailto:Hannah.So@mail.house.gov).

**MEM-173-23** The Office of Congresswoman Andrea Salinas (D-OR-06) is seeking candidates for a full-time (40-hours a week) summer **internship** in our Washington D.C. office. This internship will take place June through August with a flexible start and end date.

Interns will get an in-depth look at the operations and functions of a congressional office, including policy, communications, office operations and constituent services. Interns will get opportunities to attend hearings and briefings; assist with constituent services; and research legislation.

**Qualifications:**

- Outstanding verbal and written communication skills
- Ability to speak courteously with constituents
- Ability to work independently and as a part of a team
- Attention to detail and eagerness to go above and beyond
- Professionalism and demonstrated interest in public service
- OR-06 ties are preferred, but not required

**Compensation information:**

- Interns will be paid \$15 an hour
- Academic credit is available and should be arranged with your academic institution
- This is an internship based in Washington D.C. Those who live outside of the Washington D.C. area may be eligible to receive an additional \$1,500 compensation to assist with housing over the course of the internship

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.. We are not currently hiring in district, but applicants who are interested in an internship based in Oregon's 6th district are welcome to apply for future consideration.

To apply, please complete the online form: <https://salinas.house.gov/services/internships>. Please note that you must include your resume and cover letter. Rolling applications are open until April 3rd at 8:59 PM PST/ 11:59 PM EST.

**MEM-172-23** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic, highly motivated press/digital **intern** to work in person in the Washington, DC office for the summer 2023 session.

Press/Digital Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our communications staff. This includes, but is not limited to attending press conferences, compiling press clips, drafting social media posts, drafting press releases, talking points and other written materials, answering phones, and sorting mail.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual and have strong writing and editing skills. A working knowledge of digital content creation products (Adobe Creative Suite, Canva, or equivalent products) is a plus. Preferred applicants have District ties, though not required. This is a full time position that offers a monthly stipend.

Please submit your application with a one-page writing sample and graphic design sample (if applicable) to [meeks.house.gov](mailto:meeks.house.gov) no later than Friday April 14th at 5 PM.

**MEM-171-23** Congressman Gregory W. Meeks (NY-05) is seeking an enthusiastic highly motivated legislative **intern** to work in person in the Washington, DC office for the summer 2023 session.

Interns in Washington, DC are fully integrated into the day-to-day operations of our office. They are entrusted with a wide range of responsibilities to assist our legislative and communications staff. This includes attending congressional hearings, writing memos, administrative tasks, answering phones, sorting mail, and assisting staff.

Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have strong writing and editing skills. Preferred applicants have District ties, though not required. This is a full-time position that offers a monthly stipend.

Please submit your resume, cover letter, up to 2-page writing sample to [meeks.house.gov](https://meeks.house.gov), no later than Friday April 14th at 5 PM.

**MEM-166-23 Rep. Frost Internship**

In the Washington, D.C. and district offices, internships run throughout the fall, spring or summer semesters for college students. Students gain invaluable educational experience from working in Congress. The hours can be flexible to accommodate students' course schedules, but generally run 9:30 am to 4:30 pm, 5 days a week.

In Washington, D.C., interns' responsibilities will vary. They may be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Undergraduate students, recent college graduates and district ties preferred. Women and minorities are encouraged to apply.

Interested applicants should apply via <https://frost.house.gov/services/internships>. Cover letters should detail reasons for applying to the position. A stipend will be given to accepted applicants. Deadline to apply is April 15, 2023.

**MEM-165-23 Title: Internship (DC)**

Salary Level/Range: Paid

Closing Date: March 31, 2023

Congresswoman Rosa L. DeLauro (CT-03), Ranking Member of the House Appropriations Committee, is seeking applicants for the Summer 2023 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 ([tinyurl.com/5ak6snad](https://tinyurl.com/5ak6snad) or available at [delauero.house.gov/services/internships](https://delauero.house.gov/services/internships)) along with a cover letter, resume, brief writing sample (1-2 pages), and two reference contacts to [Daniel.Robillard@mail.house.gov](mailto:Daniel.Robillard@mail.house.gov) with the subject line “Summer 2023 Internship” by 11:59PM on March 31. Please send completed application form and all application materials in a single PDF file.

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-159-23** The office of Congressman Kevin Mullin (CA-15) is accepting applications for part-time, paid **internships** for the Spring quarter.

The ideal candidate will have excellent communication skills, interest in the legislative process, resourcefulness, and a willingness to learn in a fast-paced environment. Ties to the Bay Area or California are preferred, but not required.

Responsibilities include answering phones, leading tours of the Capitol, drafting constituent correspondence, attending policy briefings and hearings, and other tasks as assigned. The Spring term begins mid-April and ends mid-June with flexible start and end dates. Work will be in-person.

To apply, please submit a resume and cover letter as one PDF including availability to [MullinInternships@gmail.com](mailto:MullinInternships@gmail.com). Email subject line should follow the following format: LastName, FirstName – Spring Internship. Additionally, please note any ties to the Bay Area or California in the body of your email. Applications will be accepted on a rolling basis.

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

**MEM-155-23** The Commission on Security and Cooperation in Europe seeks candidates for its Max Kampelman **Fellowship** program.

Kampelman Fellowships last three months, with fellows expected to work 30 hours per week. Fellows are paid \$25 per hour and are offered ongoing enrichment, professional development, and networking opportunities facilitated by senior commission staff. Policy and communications fellowships are available.

The Kampelman Fellowship program is open to recent undergraduates (the beginning of the fellowship term should be less than one year since graduation),



current graduate students, and undergraduate students with previous internship experience. All Kampelman Fellowship candidates should have a keen interest in learning more about international affairs, the inner workings of Congress, and the relationship between the legislative and executive branches in the realm of foreign policy. Proficiency in a second OSCE language is an asset.

We are currently accepting applicants for Summer 2023 (May 22 – August 25): Applications will be accepted from February 1st, 2023 to March 31st, instructions can be found at <https://www.csce.gov/about-csce/join-our-team/max-kampelman-fellowships>

**MEM-149-23** The Office of Representative Scott Fitzgerald (WI-05) is seeking full-time and part-time **interns** for the summer in our D.C. and Oconomowoc office.

Duties will include, but not limited to, answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Wisconsin ties are preferred, but not required.

To apply, please visit our website at <https://fitzgerald.house.gov/services/internships>. If you have any questions, please contact Reagan Harrison at [reagan.harrison@mail.house.gov](mailto:reagan.harrison@mail.house.gov).

**MEM-147-23** The Office of Congresswoman Sylvia R. Garcia (TX-29) is seeking motivated, detail-oriented, and energetic individuals for a legislative **internship** in Washington, DC for Summer 2023.

This internship will be an invaluable opportunity to dive into the inner workings of Capitol Hill and learn about the legislative process. This is a stipend-paid position.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply. This position may be in-person or hybrid, depending on the public health guidelines surrounding the COVID-19 pandemic at the time of the internship.

Responsibilities include but are not limited to drafting constituent correspondence on a variety of issues, assisting legislative staff with research, leading Capitol tours, answering and screening telephone calls, managing the front office, participating in Committee hearing and markup preparation, drafting memorandums, and other duties as necessary.

This position is available beginning mid-May 2023 through mid-August 2023. Interested applicants should send a resume, cover letter, and writing sample to the Intern Coordinator, Kriti Korula, at [kriti.korula@mail.house.gov](mailto:kriti.korula@mail.house.gov) with the subject line “Garcia Summer Internship Application”. Applications will be accepted until March 30, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-146-23 D.C Legislative Intern**

PAID Internship Opportunity: Office of Congressman Chris Pappas NH-01  
Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting.

The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

An internship in the Washington, DC office encompasses a variety of tasks and assignments such as answering phones, greeting visitors, giving tours, writing letters, and assisting with media clips. In addition, interns may be assigned to work with the legislative team and outreach staff to assist with legislation, special projects, writing, and/or research. As a result, interns learn about the legislative process and the many functions of a Congressional office.

**Apply**

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages)

to [Pappas.Internships@mail.house.gov](mailto:Pappas.Internships@mail.house.gov) with “[Last Name] Internship Application – [Season] 2023 ” in the subject line.

In your email, please also specify your specific dates and times of availability.

The deadline for Summer applications is Sunday, April 9 at 11:59 pm.

Current appropriations law prohibits the use of federally appropriated funds to pay the compensation of U.S. government employees whose post of duty is in the continental U.S. unless that person, generally:

1. Is a U.S. citizen;
2. Is a lawful permanent resident and has applied for (or affirms that he or she will apply for) citizenship within six months of first becoming eligible to apply (and the person must complete the citizenship process within two years of applying,

but delays attributable to the processing of the application do not count toward the two-year deadline);

3. Is admitted as a refugee or is granted asylum and has filed a declaration of intention to become a lawful permanent resident and subsequently a citizen when he/she is eligible to do so; or

4. Is a person who owes allegiance to the U.S. (e.g., nationals of American Samoa, the Swains Island, or the Northern Mariana Islands; and nationals who meet other requirements described in 8 U.S.C. § 1408).

See Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, div. E tit. VII, § 704 (2022).

**MEM-144-23** Congresswoman Brittany Pettersen’s Washington DC and District offices are seeking paid congressional **interns** for Summer 2023. The internship is in-person and will run from late May to August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

This internship provides students a firsthand understanding of the functions of a congressional office and the legislative process. Intern responsibilities vary but include answering phones, sorting mail, researching legislation for the Member and legislative staff, attending hearings and briefings, giving tours of the Capitol building, and drafting press releases and constituent letters on various issues. Additionally, the office encourages and will facilitate networking opportunities for interns and staff members.

Internship hours are flexible to accommodate students’ course schedules, but generally run from 9:00 a.m. to 6:00 p.m. EST in the DC office, and 9:00 a.m. to 6:00 p.m. MT in the District office. Applicants must be able to commit to working at least 20 hours a week. Applicants with Colorado ties are prioritized. Internships are eligible for a paid monthly stipend.

To apply for the DC position, please send an email with your resume, cover letter and writing sample to [Hannah.illathu@mail.house.gov](mailto:Hannah.illathu@mail.house.gov) with “[Your Last Name] Summer 2023 DC Internship” in the subject line. For the district position, please send an email with your resume, cover letter and writing sample to [David.clark@mail.house.gov](mailto:David.clark@mail.house.gov) with “[Your Last Name] Summer 2023 District Internship” in the subject line. Please include dates of availability in your submission.

If submitted after April 15th, applications will only be considered on a rolling basis.

**MEM-143-23** The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for Summer 2023.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

**MEM-142-23** The office of Congresswoman Susie Lee is seeking summer **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Summer Legislative Intern" in the subject line. No phone calls or walk-ins please.

**MEM-136-23** The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time **Fellows** to work for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) indicating

type of “Fellow” in the subject line. Applications missing any of the requirements will not be considered.

**MEM-135-23** The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time or part-time law students to **intern** for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative. Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. Can receive academic credit. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) indicating type of “Legal Intern” in the subject line. Applications missing any of the requirements will not be considered.

**MEM-134-23** The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time committee **interns** for paid and unpaid internships.

Duties may include, but are not limited to, assisting with administrative tasks, answering phones, processing mail, legislative research, writing memos, and attending briefings and hearings. This is a fast-paced office; multitasking and attention to detail are required. Interns can receive academic credit. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) indicating type of “Committee Intern” in the subject line. Applications missing any of the requirements will not be considered.

**MEM-133-23** Summer 2023 **Internship** Position:  
The Office of Congresswoman Eleanor Holmes Norton (DC-00) is seeking to hire a motivated, detail-oriented, current college undergrad student, graduate

student, or recent graduate wishing to gain constituent-oriented internship experience in the DC District Office.

District Intern responsibilities include 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 learn about the important functions of our impactful District office.

The term of this internship will be from June 2023---August 11th, 2023. The internship is paid full-time internship, interns must work at least 30 hours a week, and will be provided a travel stipend. Typical hours for internships are Monday through Thursday 9:00 am to 5:00 pm, although hours may be flexible to accommodate students' hectic course schedules.

Interested applicants should email a resume, cover letter, writing sample, and at least one reference to [norton.casework@mail.house.gov](mailto:norton.casework@mail.house.gov).

The deadline to apply is 9:00 am EST, Tuesday, April 11th. District ties are encouraged but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-126-23** The office of Congresswoman Dina Titus (NV-01) seeks highly motivated candidates for a paid Summer 2023 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to being a team player. Responsibilities will include answering phones, attending policy briefings and meetings, providing tours of the Capitol, and conducting legislative research to support the needs of the Congresswoman's staff.

The internship will run from the beginning of June through the first week of August, from 9am-6pm when Congress is in session and from 9am-5pm when Congress is not in session. Ties to Nevada's First District are strongly preferred.

The office of Congresswoman Dina Titus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Women, LGBTQ+ individuals, and members of other historically marginalized communities are encouraged to apply.

Interested applicants should e-mail a cover letter, resume, and short (1-2 page) writing sample to [Ciara.Donovan@mail.house.gov](mailto:Ciara.Donovan@mail.house.gov) with "[FIRST NAME, LAST NAME] Summer 2023 Internship Application" in the subject line. Applications will be accepted until Friday, March 31.

**MEM-125-23 POSITION: Internship**

TYPE: Paid

OFFICE: House Committee on Veterans' Affairs

DETAILS: The Committee on Veterans' Affairs offers internships in our Committee office in Washington, DC. The program is offered in the Spring, Summer, and Fall semesters.

Internships are intended for current undergraduate students, recent college graduates, and students enrolled in graduate school.

**RESPONSIBILITIES:**

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol
- Assemble press and news clips
- Performing other duties as assigned

**APPLICATIONS:**

Click [here](#) to apply. If you have trouble accessing the application form, please email [austin.mathis@mail.house.gov](mailto:austin.mathis@mail.house.gov)

- You will need a cover letter, resume, and references to apply. Writing sample is optional.
- If you are selected for an interview, our office will contact you
- Applicants are reviewed on a rolling basis

**MEM-124-23** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for the summer of 2023. This is a hybrid position— hours are worked remotely and in-person. 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-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-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.