



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of December 4, 2023

MEM-618-23 The Office of Congressman Don Davis (NC-01) is seeking paid **interns** for his Washington, D.C. Office for Spring of 2024.

Applicants should be currently enrolled in an undergraduate program or a recent graduate. The ideal candidate should have a strong desire to learn, be a self-starter, and be able to work independently and as part of a team. The duration of this internship is expected to start in January and last until April or May.

Responsibilities will include assisting with day-to-day office operations, conducting research and compiling data for various projects and assignments, answering the office telephone in a professional and friendly manner, maintaining a good working relationship with the Congressman, staff, and constituents, and working well under pressure and fast-paced requirements. Legislative and communications internships are available. North Carolina ties are preferred, but all applicants are encouraged to apply.

This office does not discriminate based on race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity) disability, age, or national origin.

Interested candidates should submit their cover letter, resume, writing sample, and two references to asia.hentkowski@mail.house.gov

MEM-617-23 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-616-23 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2024 term.

The internships are in-person and will run from January to the end of March. Dates are flexible. This internship is open to undergraduate and recent college graduates.

Intern responsibilities include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative, legislative, and communications tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, ability to conduct research, strong writing skills, and be able to work in a fast-paced work environment. District ties will be considered however are not required.

Interested applicants should send their resumes, cover letters, and any writing samples with the subject line "Spring 2024 Internship" to Paige.Ash@mail.house.gov.

MEM-615-23 The U.S. House Committee on Homeland Security (Democrats) is accepting applications for legislative **internships** in Washington, DC, for Winter/Spring 2024. This internship will provide an invaluable experience to see the inner workings of Capitol Hill and learn about the legislative process. This is a full-time, limited-term position, and it offers a monthly stipend.

Qualified applicants will have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Internship responsibilities will include administrative tasks (answering phones, sorting mail, etc.) and legislative tasks (attending hearings/briefings, assisting legislative staff, and more).

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. House Paid Interns will need to provide documentation of U.S. Citizenship.

Please send resume and cover letter with the subject line “Homeland Internship Winter/Spring 2024” to homeland.internships@mail.house.gov.

MEM-610-23 Congressman Jack Bergman (MI-01) is seeking Spring 2024 **interns** in his Washington, DC Office.

Internships are open to current college students and recent graduates who are interested in learning about the legislative process and the inner-workings of congressional offices. Qualified applicants will exhibit an interest in political science/public policy, a strong work-ethic, and strong communication skills. Michigan ties are not required but may be preferred. Please note that this internship is based in Washington, DC and interns will be required to reliably commute to/from Capitol Hill during the hours of 9am-6pm (when Congress is in session) and 9am-5pm (when Congress is out of session). This internship is a paid position.

Interested applicants may email a cover letter and resume to bergman.constituent@mail.house.gov with the subject line “Spring 2024 Internship Application” or visit <https://bergman.house.gov/forms/internships/> to apply. No calls or drop-ins, please. Applicants will be considered on a rolling basis.

MEM-609-23 The Democratic Staff of the Committee on Rules is seeking part or full-time, energetic **interns** for the spring (January – May).

Our interns work closely with Committee staff to prepare materials for Committee meetings, conduct research projects, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks. Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants should email a cover letter and resume with the subject line: Legislative Intern Spring 2024 – Last Name, First Name explaining why you want to join the Democratic staff of the House Rules Committee to RulesInternDem.Application@mail.house.gov.

MEM-608-23 The Office of Rep. Ro Khanna (D-CA) is seeking winter **interns** for in-person positions.

Responsibilities will include communicating with constituents, generating engaging content for the Member's official social pages (including Facebook, Twitter, and Instagram), designing graphics, conducting legislative research, preparing policy memos for both the Member and legislative staff, drafting constituent letters, and potentially guiding U.S. Capitol tours.

Additional responsibilities – such as creating short video clips or pitching legislative initiatives – are considered based on collaborative goal-setting conversations between interns and their supervisors at the beginning of the internship.

This is a unique opportunity to gain both legislative and communications experience in a supportive, collaborative, and enriching environment. Ideal applicants will be skilled communicators who are kind, curious, and enthusiastic. In addition, experience with conducting research, as well as a background in iMovie, the Adobe creative suite, and TweetDeck, will also be evaluated.

All interns are paid \$17.00 per hour for a maximum of 40 hours a week. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, a short writing sample (no more than 2-pages), 2 sample tweets on a current event, a sample graphic (optional) and availability to cal7operations@mail.house.gov no later than Wednesday, December 6th.

MEM-606-23 Rep. Katie Porter (CA-47) seeks a highly motivated **intern** for her DC office spring press internship program. The duration of this internship is expected to start in January and we are open to end dates in April and May. The ideal candidate is highly organized, creative, able to multitask, has strong written and verbal communication skills, and able to learn and use Adobe Premiere Pro and Photoshop.

KEY JOB RESPONSIBILITIES

- Compile daily press clips
- Draft social media posts, press releases, and other written materials
- Clip and caption video content for digital platforms
- Design graphics for use across social media platforms
- Perform other duties as assigned by the communications staff
- Research media contacts/reporters and pitch stories to press
- Answer incoming phone calls to log opinions, connect staffers to outside

stakeholders, and direct callers to appropriate resources

- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Respond to constituent messages through phone calls or emails as needed

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. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm, however hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume, and a small portfolio with a writing sample and 2-3 graphics, videos, or other creative content to CA47.Internship@mail.house.gov with "Spring 2024 DC Press Internship" in the subject line.

The deadline for submission is Wednesday, December 6 at 11:59 PM EST. No phone calls please.

MEM-605-23 The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a Spring 2024 **internship** in her Washington D.C. office. Intern responsibilities will 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, and possess a positive attitude. Florida ties are preferred but not required.

Interested candidates should submit their cover letter, resume, writing sample, and two references to hannah.so@mail.house.gov.

MEM-602-23 Congressman Rob Menendez (NJ-08) seeks **interns** for his Washington, D.C. Office for Spring 2024.

Applicants should be undergraduate students, graduate students, or post-secondary graduates with an interest in public service. Interns assist with front desk operations, including greeting guests and constituents, answering the phone, and processing other inquiries. Additionally, interns assist staff with communications and legislative work through attending briefings and hearings, researching legislative topics, compiling press clips, and various communications tasks.

Ideal candidates are self-starters who are dependable with excellent writing and organizational skills. Start and end dates are flexible, and the internship will run from January through May. Our Office will consider both full-time and part-time applicants.

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.

To apply, please visit 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-595-23 The office of Congresswoman Susie Lee (NV-03) is seeking spring **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 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. Interns will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “[Full Name] Spring 2024 DC Internship” in the subject line. No phone calls or walk-ins please.

MEM-594-23 Representative Rick Larsen (WA-02) is seeking applicants for the Spring 2024 **internship** program in his Everett, WA District office.

The paid in-person internship will run from January through May. Internship duties will include (but are not limited to): writing a memo for Rep. Larsen, answering phones, helping with casework, and other tasks to assist staff.

The ideal candidate for this internship can carry out independent research and has strong written and verbal communication skills and attention to detail. Interns must also have a positive and collaborative attitude.

The internship will offer students and young professionals invaluable experience on our nation’s legislative process. Ties to Washington state are preferred, but not required. Women, people of color and LGBTQIA+ persons are strongly

encouraged to apply.

All interested applicants should email their resume and cover letter in a single PDF to Grace Kurfman at grace.kurfman@mail.house.gov with the subject line “Spring 2024 Internship”. Please indicate availability in your application.

Deadline December 6th but applications will be reviewed on a rolling basis.

MEM-591-23 Conservative California Member of Congress is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: Winter 2023 Internship. No phone calls or drop-ins, please.

MEM-584-23 The office of Congressman Brian Mast (R-FL-21) is currently seeking highly motivated candidates for a part-time, unpaid, Spring 2024 **internship** position in our D.C. office.

The ideal candidate possesses excellent oral and written communication skills, can multi-task, and is committed to teamwork.

Responsibilities include answering phone calls, providing tours of the Capitol, conducting legislative research for staff, among other duties.

The internship will run through the Spring semester, from 9am to 6pm when Congress is in session, and from 9am to 5pm out of session. Our office is very flexible with scheduling working hours around college and postgraduate classes, or other scheduling demands. Ties to Florida is not required but preferred.

The office of Congressman Mast is an equal-opportunity employer and does not discriminate based on race, religion, sex, sexual orientation, military status, age, or marital status.

Interested applicants should email a resume to joseph.harrington@mail.house.gov, supplementals (such as cover letters or writing samples) are not required. Please use the subject line “Spring 2024 internship”. No calls or drop-ins, please. Applications will be considered on a rolling basis.

MEM-583-23 Press/Digital Internship

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 Spring Semester.

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 paid opportunity.

Please your application via <https://meeks.house.gov/services/internships> with a resume, one-page writing sample and graphic design sample no later than December 15, 2023.

MEM-582-23 Legislative Internship

Congressman Gregory W. Meeks (NY-05) is seeking enthusiastic highly motivated part time legislative interns to work in person in the Washington, DC office for the Spring Semester.

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 paid opportunity.

Please submit your application via <https://meeks.house.gov/services/internships> with a resume, cover letter, up to 2-page writing sample, no later than December 15, 2023.

MEM-559-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: cartwright.house.gov/services/internships
No phone calls or drop-ins please.