

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of November 18, 2024

MEM-482-24

Congresswoman Doris Matsui, representing the 7th Congressional District of California, seeks **interns** for her Washington, D.C. office for the Spring 2025 term. Interns will have a unique opportunity to learn about the legislative process first-hand and the many functions of a Congressional office. The Press and Digital Intern will help build out the Congresswoman's digital and social media presence, with heavy emphasis on creating engaging social media content and graphics.

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. Press 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.

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

MEM-481-24

The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for part and full-time **interns** for the spring internship session. The start date would be as early as January 7th (flexible depending on availability)



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with a flexible end date. Each intern will receive up to a \$1,000 stipend depending on availability based on a 40-hour workweek.

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 U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

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 spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-480-24

The U.S. Helsinki Commission (Commission on Security and Cooperation in Europe) seeks candidates for its Max Kampelman **Fellowship** program. Named for a longtime U.S. Ambassador to the Conference on Security and Cooperation in Europe, Kampelman Fellows represent the next generation of American leaders in security policy, human rights, and strategic communications.

Policy fellows will work in political and military affairs, economic and environmental matters, or human rights and fundamental freedoms, based on their areas of interest, expertise, and needs of the Commission. Under the direction of commission policy advisors, policy fellows research topics and trends relating to international military, economic, and human rights issues throughout the 57-country OSCE region; assist staff advisors with hearings, briefings, congressional delegations, legislation, and publications; attend congressional hearings, panels, and events; and perform administrative duties. Applicants should demonstrate excellent writing, analysis, research, and oral presentation skills, as well as an interest in government, international relations, and human rights.

Communications fellows support projects and initiatives in all areas of the commission's portfolio. Communications fellows assist with media outreach activities; help publicize Commission hearings and briefings; staff Commission events; develop web content; and craft creative and engaging content to be shared on social media. They also assist with other special communications projects and perform administrative duties. Applicants should demonstrate excellent writing and editing skills, a basic understanding of WordPress,



knowledge of social media platforms, and an interest in government. Photography skills are a plus.

The Kampelman Fellowship program is open to current or registered graduate students; applications may be accepted from recent undergraduates (the beginning of the fellowship term should be less than one year since graduation), and in exceptional circumstances, undergraduate students with previous internship experience. Kampelman Fellowships last three months, with fellows expected to work 30 hours per week in-person at our office in Washington DC.

Applicants should send a resume, cover letter, and writing sample to csce.fellowships@mail.house.gov by December 2, 2024, to be considered. In the subject line of your e-mail application please put your first initial and last name, as well as indicate whether you are applying for a policy fellowship or a communications fellowship. Applicants to the communications fellowship may send samples of their work including copywriting, graphic design, videos, and/or photography, if they wish. For more information, please visit: <https://www.csce.gov/join-our-team/max-kampelman-fellowships/>

MEM-479-24

Thank you for your interest in interning at my Durham District office or my Washington, DC office!

Applications for the **2025 Spring Internship** program in my Washington, D.C. Office or Durham District Office are now open.

DC intern responsibilities include, but are not limited to, attending hearings and briefings on behalf of legislative staffers, supporting staff members with legislative research and other tasks as assigned, compiling daily press clips for the Congresswoman, sorting constituent correspondence and drafting responses, answering phone calls, and greeting visitors to the 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.

This is a paid internship that offers students the opportunity to gain invaluable work experience. Full-time interns must work at least 35-40 hours a week, Monday-Friday. Part-time interns must work at least 10-20 hours a week,



Monday-Friday, and hours may be flexible to accommodate students' course schedules.

Applications will be reviewed on a rolling basis and students are encouraged to apply early. The due date for applications is November 22, 2024. Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov. Incomplete applications will not be reviewed.

MEM-477-24

Spring 2025 DC Internship

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

MEM-472-24

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

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

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

MEM-466-24



Spring **Internship** post

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

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

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

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

MEM-465-24

DC Legislative Intern

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

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

Candidates should be interested in public policy, detail-oriented, motivated, organized, willing to learn, have good phone etiquette, and strong writing skills. This internship will run from January 2025 – April 2025. All interns are paid \$15 an hour.

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

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



MEM-464-24

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

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

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

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

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

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

MEM-464-24

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

Duties include, but are not limited to:

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



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

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

Female, minority, and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

MEM-463-24

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

Legislative Internship

Responsibilities include, but are not limited to:

Drafting constituent correspondence

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

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

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

MEM-459-24

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

Description:

Congressman Cliff Bentz (OR-02) is seeking Spring interns for his Washington D.C. Office. Congressman Bentz is a member of the House Judiciary Committee and the House Natural



Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

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

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

Desired Availability:

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

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

MEM-453-24

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

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

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



MEM-447-24

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

Interns in our D.C. office will have the opportunity to witness the legislative process and the inner workings of Capitol Hill first-hand. Responsibilities include but are not limited to answering constituent phone calls, attending policy briefings and meetings, providing tours of the United States Capitol, and conducting legislative research to support the needs of the Congresswoman's staff. The internship will run from January through May, from 9 am-6 pm when Congress is in session and from 9 am-5 pm when Congress is not in session.

The ideal candidate possesses excellent oral and written communication skills, prioritizes professionalism, is a dedicated team player, and has a friendly persona. Ties to Nevada's First District are a plus, but not required. The office of Congresswoman Dina Titus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

How to Apply:

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

Application Form: airtable.com/appjUVDedFRF8MvRK/shrHMRz57ZvPcdOdy

MEM-446-24

The Office of Congresswoman Grace Meng (NY-06) seeks candidates for paid Spring 2025 **internship** positions in the Washington D.C. office.

Intern responsibilities will vary and are designed to give interns insight to the legislative process and a well-rounded experience on Capitol Hill. Some duties include answering phones, running errands, giving Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House.

This internship will run from January to May. Hours are flexible to accommodate students course schedules, but generally run from Monday to Friday, 9:00am to 5:00pm.

Applications for the Spring semester will be considered on a rolling basis.



Priority will be given to applicants who apply before November 1st. Interested applicants should email a resume, cover letter, writing sample, and their availability to ny06_intern_app@mail.house.gov. Please include your name and the semester for which you are applying in the subject line.

MEM-444-24

The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Spring 2025 Congressional **Internships** in our Washington, DC office. Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to WisconsinResumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-440-24

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

MEM-414-24

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

Our office values open communication, hard work, and creating a collegial environment.



We are looking for interns with a can-do attitude who are eager to grow. Interns will have great opportunities to learn from office staff and network with others to make the most of their time with our office!

Intern Expectations

Candidates should have an interest in the legislative process and civic service; possess excellent writing, research, organization, time management, and communication skills; work well in a team environment; and have a general understanding of the US political system.

Internship Responsibilities

Legislative interns can expect to:

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

Press interns can expect to:

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

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

Internship Dates and Details:

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

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

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



document) to:

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

Please reach out our intern coordinator, Madilyn Brandon, with any questions at Madilyn.Brandon@mail.house.gov.

MEM-396-24

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

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

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

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

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

