

House Vacancy Announcement and Placement Service

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

Internship Openings

Week of March 24, 2025

MEM-109-25

Summer Intern

House Committee on Natural Resources – Democratic Staff

The House Natural Resources Committee Democrats seek full-time **Interns** for Summer 2025 (June 2 – August 1). Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aid communications.

Primary responsibilities include:

- Assist with administrative duties
- Assist with legislative and policy projects
- Research legislation, regulations, and public law
- Assist with communications and outreach
- Respond to requests for information
- Attend briefings, meetings, and hearings on behalf of staff

Preferred qualifications: Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

Understands how HNRC issues intersect with racism, economic and social inequality in the U.S., and has a passion for working to dismantle these systems.

The position is based in Washington, D.C. Interns will be expected to work in-office when Congress is in session and as needed. The position comes with a monthly stipend of \$3,200 plus transit benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable



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accommodation to participate in the application or hiring process are encouraged to request an accommodation at any time during those processes.

The application deadline is close of business on April 14. Interested candidates should apply by visiting the House Natural Resources Committee Democrats' website at <https://democrats-naturalresources.house.gov/internships>.

MEM-099-25

Summer 2025 Internship

Congressman Rob Menendez (NJ-08) seeks interns for his Washington, D.C. and Jersey City offices for Summer 2025.

Ideal candidates are organized and passionate undergraduate students, graduate students, or recent graduates with an interest in public service. Applicants should be self-starters with excellent communication, writing and organizational skills.

Key responsibilities of D.C. and district interns include but are not limited to:

- Assisting with front office operations
- Answering phones, recording constituent opinions, and processing other incoming requests
- Drafting memos and conducting legislative research or community outreach

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 May to August. Preference will be given to those with New Jersey ties and availability of at least 20 hours per week. A stipend will be provided.

To apply, please fill out the application and submit a resume and cover letter through this link: [Internships | Representative Menendez \(house.gov\)](#). Please indicate your availability in your cover letter and format the files [LastName_CoverLetter] and [LastName_Resume].

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MEM-098-25

Press/Digital Internship

Congressman Rob Menendez (NJ-08) seeks a press intern to start immediately in his Washington, D.C. office. The ideal candidate will be reliable, creative, organized, and motivated. Applicants should be self-starters with excellent communication and writing skills.

Key responsibilities include but are not limited to:

- Media monitoring and tracking press coverage related to the Congressman and his work
- Video editing and graphic creation
- Drafting newsletters

Applications are processed on a rolling basis, and candidates are encouraged to apply as soon as possible. A stipend will be provided. To apply, please submit a resume, cover letter and a writing and graphic design sample in one PDF to nj08hiring@gmail.com with the subject line "FULL NAME – Press/Digital Intern"

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MEM-096-25

The Office of Congressman Pat Harrigan (NC-10) is currently seeking **interns** with our DC office for the Spring 2025 session. The internship would begin as soon as possible and last until May 26th

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns co-currently enrolled in an accredited university will receive a monthly stipend

Qualified candidates should:

- Be a current undergraduate or 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.



Interested candidates should address their application materials to Sam.Madsen@mail.house.gov. Applications should include a resume and what the individual's internship schedule may look like.

MEM-093-25

Legal Fellow – Congressman Darrell Issa

Spring and Summer Legal Fellowships available with the Office of Congressman Darrell Issa (CA-48) in Washington, D.C.

Duties include assisting the Congressman's Judiciary team with legislative research, memo drafting, and preparing materials for upcoming hearings for the Subcommittee on the Courts, Intellectual Property, Artificial Intelligence, and the Internet, as well as his work on the Antitrust Subcommittee and full Judiciary Committee.

We are looking for a current law student that possesses critical thinking skills, political acumen, discretion, timeliness, strong analytical skills, and is able to work in a fast-paced environment. The position will work with schooling needs.

A modest stipend is available.

Class credit for the schools may also be available. We are flexible on start and end dates.

Interested applicants should email their resume to levi.lall@mail.house.gov indicating the job title in the subject line.

MEM-091-25

Summer 2025 DC Internship

The office of Congresswoman Susie Lee is seeking full-time, **Summer 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 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 "Summer 2025 DC Intern - [Last Name], [First Name]" in the subject line. No phone calls or walk-ins please.



MEM-090-25

Representative Diana Harshbarger (R-TN-01) seeks a highly motivated and detail-oriented **Press/Digital Intern** to join their Washington, D.C. office. This position offers an excellent opportunity for hands-on experience in political communications, media relations, and public messaging on Capitol Hill. This intern will work directly with, and report to the Communications Director.

This paid internship is open to undergraduate and graduate students from early May through late August. General hours are 9:00 AM to 6:00 PM when Congress is in session and 9:00 AM to 5:00 PM when it is not.

Interested applicants must submit a PDF file containing a cover letter and resume to be considered. As a bonus, applicants may submit additional materials with examples of digital work or writing samples. This must all be emailed to sam.somogy@mail.house.gov and holly.lay@mail.house.gov with the subject line, "Press/Digital Internship Application — [Your Name]"

Responsibilities:

- Assist in drafting press releases, media advisories, talking points, and social media content.
- Monitor news coverage and compile daily press clips.
- Help manage the Member's social media accounts, including drafting and scheduling posts.
- Track media requests and assist in preparing responses.
- Conduct research to support press and communications initiatives.
- Assist with the production of digital content, including graphics and videos.
- Attend and take notes at press events, briefings, and hearings as needed.
- Perform administrative tasks to support the communications team.

Qualifications:

- Strong writing, editing, and research skills.
- A keen interest in conservative politics, media, and policy issues.
- Experience with social media platforms (Twitter/X, Facebook, Instagram) and digital content creation.
- Ability to work in a fast-paced environment and handle multiple tasks.
- A positive attitude, strong work ethic, and attention to detail.

Preferences:

- Completed undergraduate degree.
- Prior internship or experience in communications, journalism, or politics.
- Proficiency in graphic design or video editing.

MEM-089-25



Congresswoman Dina Titus (NV-01) seeks highly motivated **Legislative Interns** in our D.C. office for the Summer 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 June through August, 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 **Friday, April 4th, 2025**, on a rolling basis.

<https://airtable.com/app96r3qMaOs2fQgs/shrGFvZ6jej2Q7eDg>

MEM-068-25

The Office of Representative Donald Norcross (NJ-01) is seeking motivated candidates for the **Summer 2025 Internship** program.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, scheduling, and communications activities. Interns will answer phones; sort, distribute, and respond to constituent mail; attend hearings and briefings; assist with legislative research; compile daily clips; and participate in professional development activities.

Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Interns receive a stipend.

Please send a resume, cover letter, two or three professional references, and a brief writing sample as one combined PDF to internships.norcross@mail.house.gov. No phone calls or drop-ins, please. Incomplete applications will not be reviewed.



MEM-066-25

LEGISLATIVE INTERNSHIP: The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 legislative interns** in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late May through early August.

Both full and part time internships are available, and we offer stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options should interns need to work from home.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the [“Legislative Internship”](#) form our website, Houlahan.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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-065-25

PRESS INTERNSHIP: The Office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for **Summer 2025 Press Interns** in our Washington, D.C., Reading, and West Chester offices. This internship will run from late May through early August.

We offer needs-based stipends to students who are in need. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.



Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you're interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Interships@mail.house.gov.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. 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-055-25

Congressman French Hill **Internship Program**

Congressman French Hill (AR02) seeks interns to serve in his offices in Washington, D.C., and Arkansas.

Interns will work in a fast-paced office, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress. Intern responsibilities include (but are not limited to) interacting with Arkansans and other visitors, conducting legislative research and writing, drafting communications materials, and assisting Arkansans with matters before the federal government.

Ideal candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Social media and other communications experience are a plus. Successful interns will be self-starters, listen to and take direction, and be willing to work both independently and as part of a team.

Standard internships take place as follows:

- Spring: January through May
- Summer: May through August
- Fall: September through November

Internships outside of this schedule may be offered on a case-by-case basis.



Paid and unpaid internships are available.

Interested individuals should send a resume and cover letter to ar02.applications@mail.house.gov. For more information, please call (501) 324-5941 or (202) 225-2506 and ask for the Intern Coordinator.

MEM-050-25

The Washington, D.C. office of Congresswoman Gwen Moore (WI-04) seeks **Interns** for the upcoming Summer 2025 term.

Responsibilities include answering phones, attending hearings and briefings, drafting and editing constituent correspondence letters, writing 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. 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 two short writing samples to WI04DC.Internships@mail.house.gov. Additionally, applicants should indicate their availability on both an hourly and monthly basis.

The deadline to apply is 6:00 PM ET on Friday, April 11th, 2025.

