

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 31, 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-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.

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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.

