

Joseph D. Morelle
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Committee on House Administration
Ranking Member

Committee on Appropriations
*Subcommittee on Commerce, Justice,
Science, and Related Agencies
Subcommittee on Energy and Water
Development, and Related Agencies*

Congress of the United States House of Representatives Washington, DC 20515

Internship Opportunity: Office of the Representative Joseph D. Morelle

The Washington, D.C. Office of Representative Joe Morelle is now accepting applications for an internship during the 2025 Spring term. Applicants must be based in Washington, D.C. for the duration of the spring internship (mid-January to mid-May, subject to change).

The hours are flexible to accommodate students' course schedules, but generally run from 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session (refer to the House Calendar). Interns receive a stipend distributed based on total hours worked.

In Washington, D.C., interns' responsibilities will vary. Interns will be responsible for:

- Greeting guests and assisting with front office operations;
- Answering phones, recording constituent opinions, and correctly processing other inquiries;
- Conducting Capitol tours for constituents and other guests;
- Day-to-day office work to assist with the functioning of the congressional office and other duties as delegated by members of the staff;
- Supporting the Legislative Correspondent with sorting mail and drafting constituent letters;
- Attending hearings and briefings, as requested by senior staff;
- Researching legislation for the Member and legislative team;
- Interacting with members of staff in the D.C. office and virtually with the Rochester office;
- Other administrative tasks as assigned.

As a result, interns will learn about the operations of a congressional office, congressional communications, and the legislative process. Ideal candidates should possess excellent written and verbal communications skills, a strong attention to detail, the ability to succeed in a fast-paced work environment, and a good sense of humor. New York State ties are preferred but not required.

Interested applicants should submit the following:

- Resume
- Cover letter
- Writing sample (ex. policy memo, short essay, etc.) (max. 2 pages)
- Dates of availability

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, disability, military status, age, marital status, or parental status. Internships are intended for current undergraduate students, current graduate students, and recent college graduates.

For more information on the Washington D.C. internship please visit:
<https://morelle.house.gov/congressional-internships>.

Applications should be sent in PDF format to Savannah.Chadwick@mail.house.gov with "NY-25 Spring 2025 DC Internship" in the subject line. The deadline for this internship application has been extended to October 18th at 11:59pm EST. Applicants are encouraged to submit their application early. Interview requests will be sent out following the October 18th deadline.