

Joseph D. Morelle
25th District, New York

Washington Office
570 Cannon House Office Building
Washington, D.C. 20515
(202) 225-3615

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255 East Avenue
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Rochester, NY 14604
(585) 232-4850



Committee on House Administration
Ranking Member

Committee on Appropriations
Vice Ranking Member
Subcommittee on Commerce, Justice,
Science, and Related Agencies
Subcommittee on Defense

Congress of the United States

House of Representatives

Washington, DC 20515

D.C. 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 2026 Spring term. Applicants must be based in Washington, D.C. for the duration of the spring internship (mid-January to early May, subject to change).

Full-time paid internships run Monday through Friday 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). Part-time internships are scheduled to accommodate students' course schedules, as well as the needs of the office. Part-time interns can expect to receive either pay or academic credit. Interns must be a U.S. citizen and legally eligible to work for the U.S. federal government.

Washington, D.C. Internship Responsibilities

Interns in the Washington, D.C. office play an important role in the daily operations of the office and gain firsthand experience in the legislative process.

Core Responsibilities (all interns)

All 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
- 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
- Assisting with day-to-day office work and other duties as delegated by members of the staff
- Interacting with members of staff in the D.C. office and virtually with the Rochester office
- Other administrative tasks as assigned

Additional Responsibilities (by focus area)

Each semester, interns have the opportunity to take on additional duties based on office needs and individual interests. These may include responsibilities in Communications, Scheduling, or Correspondence:

Communications Interns may:

- Compile daily press clips and monitor media coverage of issues relevant to the Member
- Draft press releases, media advisories, and statements under staff guidance
- Assist with social media content creation and scheduling
- Help update the office website and other digital platforms
- Maintain press contact lists and track media inquiries

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- Support logistics for press events and prepare briefing materials for interviews or appearances

Scheduling Interns may:

- Assist with processing and tracking incoming invitations to the Member
- Confirm details and logistics for meetings, events, and travel
- Help maintain the Member's calendar and coordinate with district staff as needed
- Prepare briefing materials for scheduled events or meetings
- Support logistics for events, including visitor coordination and follow-up
- Assist with schedule adjustments, conflicts, and communications

Correspondence Interns may:

- Track and organize inbound constituent correspondence
- Draft responses to constituent letters on legislative issues and policy questions under staff supervision
- Research issues raised by constituents to inform responses
- Assist the Legislative Correspondent in preparing reports summarizing constituent concerns and trends

Throughout the semester, 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 in one document within the application form listed below:

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

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>.

To apply for the Spring 2026 D.C. Internship, please fill out the google form found here: [Spring 2026 D.C. Internship Application Google Form](#). Our office has extended the deadline and will be accepting applications on a rolling basis until October 31st at 11:59pm EST. Applicants are encouraged to submit their application early.