



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

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INTERNSHIP VACANCY LISTING

Week of April 28, 2014

MEM-180-14 Congressman Jerry McNerney (CA-09) is currently accepting applications for **internship** positions in his Washington D.C. office. This unpaid internship will provide valuable hands-on experience in a Congressional office and a greater understanding of the legislative process.

Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process.

This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Ties to California's Ninth Congressional District are

preferred, but not required. Interested applicants should email a resume and cover letter to nick.sullivan@mail.house.gov with "CA-09 Internship" in the subject line. Include dates of availability.

MEM-179-14 The Washington, D.C. office of Congresswoman Louise M. Slaughter (NY-25) is seeking a full-time **press intern** to work with Congresswoman Slaughter's communications team. The press intern will work directly with the Press Secretary and Speechwriter & Director of Online Communications to carry out responsibilities including - but not limited to - creating graphics, developing press lists, collecting and distributing press clips, drafting releases and social media content, and contacting reporters.

While the position is unpaid, the office will work with universities to accommodate applicants wishing to earn academic credit. First-hand experience in the congressional office will provide a unique opportunity into the functions of a fast-paced press operation for a senior Democratic member office. It will also offer a unique insight into legislative and parliamentary procedure, as Congresswoman Slaughter is Ranking Member of the Committee on Rules. The Rules Committee determines the parameters of debate for all major legislation before it can be considered on the House Floor, including which amendments can be offered.

The ideal applicant will have strong graphic design skills, strong writing skills and should be an avid consumer of political media. Applicants should e-mail a cover letter, resume, and a one-to-three page writing sample to Jack Spasiano at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Jack at 202-225-3615 with any questions.

MEM-178-14 Energetic NY Freshman Democrat is seeking a full-time or part-time **press and social media intern** for the summer of 2014 in his Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the legislative staff. The ideal candidate will possess strong written communications skills, ability to work in a fast-paced environment, professionalism, and a good sense of humor. Please note that the internship is unpaid and housing is not provided, but students can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release), and dates of availability with "Press Intern Summer 2014" in the subject line to NY.PressIntern@mail.house.gov. Equal opportunity employer. No phone calls or drop-ins please.

MEM-177-14 The Office of Congressman Steven Horsford (NV-04) seeks a motivated, organized, and reliable college student or recent graduate for a full-time or part-time, unpaid **internship** in Washington, D.C.

Duties include (but are not limited to) assisting the legislative, communications, and administrative staff with day-to-day operations: attending briefings, answering phones, conducting Capitol Tours, drafting constituent response letters and memos, and performing legislative research.

Applicants with ties to Nevada and Nevada's 4th District are highly encouraged to apply, though not necessary. To apply, please send a resume and brief cover letter summarizing your interest in working for Congressman Horsford to NV04internships@gmail.com. Please indicate your anticipated start and end dates. Please no phone calls or drop-ins.

MEM-175-14 The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time **press and social media intern** for the summer of 2014 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism, possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Summer Press Intern 2014" in the subject line to latoya.veal@mail.house.gov. No phone calls or drop-ins please.

MEM-170-14 The Committee on Education and the Workforce, Democrats is currently seeking graduate and legal **interns and fellows**, for summer 2014, to work with education policy staff. Legislative tasks may include, but are not limited to, legislative research, assembling information, assisting staff in hearing and markup preparation and execution, memo and legislative writing, and attending other hearings, markups, briefings and meetings for the purpose of taking notes. Applicants should be able to start in April/May and commit through July. Interested applicants should email their application materials to jobs_ewdems@mail.house.gov. Please include with your resume, a cover letter, the internship applicant information form and two short, relevant writing samples. Please visit our website at

<http://democrats.edworkforce.house.gov/about/internships> for more information.

MEM-169-14 Progressive Minnesota Congressional office seeks interns to start immediately, interested in learning about the operations of a Congressional office, current events as they relate to Congressional activity, federal legislation and legislative issues, and constituent services.

Responsibilities include: attending briefings and hearings, welcoming guests to the office, organizing and sorting constituent comments, writing responses to constituent letters, and assisting Congressional staff in other duties and errands as assigned. Applicants should have very strong written and verbal communications skills, the ability to multi-task and stay organized, and a keen interest in learning the operations of a Congressional office. Minneapolis, Minnesota, or Midwestern ties are preferred.

Full-time (30 hrs/week) and part time opportunities are available starting immediately. Hours are flexible. Please send cover letter, resume, short writing sample, and two references to Isaiah.kirshner-breen@mail.house.gov with the subject line: Intern Application.