



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of September 19, 2016

MEM-292-16 California Democratic Member is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should apply at the following link:

<https://vargas.house.gov/services/internships/congressional-internship-application>. No phone calls or drop-ins please.

MEM-291-16 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking an **intern** for the Spring 2017 semester to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com by October 7th, 2016. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please. No late applications will be accepted.

MEM-290-16 Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to CO01.scheduler@mail.house.gov.

MEM-287-16 The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for an immediate full or part-time unpaid **internship**. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The working hours of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to intern.oh06@gmail.com with "2016 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-285-16 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for the Fall 2016 semester in our Washington, D.C. office. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include providing constituent services, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, and supporting staff members on various projects of interest. Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong oral and written communication skills, and are committed to public services. Wisconsin ties are a plus! All internships are unpaid. To apply, please send a resume, cover letter, and a brief writing sample to Andrew.ONeill@mail.house.gov with "2016 Pocan Fall Internship" in the subject line.

- MEM-282-16** Congressman John Carney (DE-At Large) is accepting applications for a part-time or full-time unpaid **internship** in his Washington, D.C. office. The internship would begin the second week of September with a flexible end date. Candidates should be reliable and detailed-oriented, and possess strong verbal and written communication skills. Main responsibilities include answering the phones, sorting constituent mail, arranging and giving tours of the Capitol, and assisting staff with projects and research. Delaware ties are preferred but not required. Interested candidates should send their resume to carney.scheduling@mail.house.gov.
- MEM-281-16** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for Fall 2016 **internship**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries and providing support to all Committee staff. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov.
- MEM-280-16** Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship**. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are encouraged but not required. Please send resume and cover letter with dates of availability to Catherine.chrobak@mail.house.gov.
- MEM-279-16** The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks a highly motivated full-time **intern** for fall 2016. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Internships are unpaid, but arrangements may be made to earn academic credit. Please send a resume, cover letter, three professional references and a brief writing sample to OR04.InternCoordinator@mail.house.gov. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

- MEM-278-16** Democratic Leadership Office seeks highly motivated candidates for a full-time, unpaid **internship**. Intern responsibilities include administrative duties and legislative duties as necessary. Administrative support includes preparing briefing binders, setting up events, and other projects as assigned by staff. The position requires a positive attitude, strong organizational skills, and the ability to multi-task and work well under pressure in a fast-paced, information-sensitive environment.
Please send a resume and cover letter to deminternship2016@gmail.com. Please no drop-bys, phone calls, or emailing staff members.
- MEM-277-16** The Office of Congressman Jim Renacci (R-OH) seeks full time **intern** for fall 2016. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to Stephen.Hostelley@mail.house.gov.
- MEM-276-16** The Washington, DC, office of a Senior Member of the Ways and Means Committee has unpaid **Press internship** openings to begin immediately. Press interns are expected to work long hours and commit between 3-5 days per week. Internship duties include, but are not limited to compiling and daily clips, drafting press releases and op-eds, proofreading and editing, maintaining press lists, updating Member's communications calendar, website and social media platforms. Intern may also assist with answering phones, incoming and outgoing mail, addressing constituent concerns, and assisting the Legislative/District office staff. Strong writing skills are needed and familiarity with new media and website development is a plus. Priority will be given to those with journalism or communications education/experience. The ideal candidate will be creative, motivated, mature, detail-orientated, and possess the ability to multi-task under high pressure. This is a great opportunity for college students and recent graduates. Women and minorities, especially those with Spanish language fluency, are highly encouraged to apply. To apply for the position, please send your cover letter, resume and writing sample addressed to the Comm. Director at nyl3intern@gmail.com with the subject: Press Intern.
- MEM-275-16** The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess conservative values and hold strong written and verbal communication skills. Position duties include: attending Congressional hearings, leading Capitol tours, and assisting legislative staff with research. Recent graduates are welcome to apply. Interested applicants should send their resume and availability to Rachel.Long@mail.house.gov.

MEM-273-16 Midwest Democrat seeks **press intern** for fall semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will gain experience fact finding, researching current events, updating press lists, writing and editing press releases, working on the E-newsletters, and editing social media. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

Qualifications:

Interns must have a good attitude, an interest in how a press office works, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail.

Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government. Wisconsin ties are a plus.

Requirements:

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to

Nairobi.cratic@mail.house.gov by September 9th, 2016.

MEM-272-16 Representative Rick Larsen (WA-02) is currently seeking a full-time **intern** to start the second week of September with a flexible end date. Ideal candidates have excellent writing and research skills, a positive attitude, and a willingness to complete tasks as assigned. Intern responsibilities include researching and writing Congressional correspondence, helping constituents find information and fielding constituent phone calls. This internship also provides the opportunity to work closely with staff members and assist in various projects. Washington/West Coast ties are preferred, but are not required. If interested, please send a resume, cover letter and two references to: katy.nazaretova@mail.house.gov. Please include "WA-02 Internship" in the subject line. This internship is unpaid but office will assist in acquiring academic credit for internship.

MEM-266-16 The House Committee on Energy and Commerce Democratic Staff seeks a qualified graduate or undergraduate press **intern** for the fall semester 2016. An internship with the House Energy and Commerce Committee is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Press interns will compile daily news clips, draft news releases and social media content, conduct research, and assist with administrative tasks such as updating media lists. In addition, interns will have the opportunity to shadow staff at hearings, media briefings or media events on subjects within the Committee's broad jurisdiction. A background in journalism, public relations or general communications is preferred, but not required.

If you are interested in applying, please send a resume, cover letter, and two references to InternshipResume.EC@mail.house.gov.

MEM-265-16 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for fall 2016 (September-December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for college students or recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to kevin.dollhopf@mail.house.gov.