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**House Vacancy Announcement and Placement Service (HVAPS)**

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Washington, D.C. 20515  
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**INTERNSHIP VACANCY LISTING**

**Week of August 24, 2020**

**MEM-224-20** The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a press **fellow** to work remotely this fall and assist with an aggressive and fast-paced communications operation.

This is not a traditional Hill internship. Applicants must have strong writing, editing, and digital communication skills.

Ideal candidates are college students, recent graduates, or graduate students with prior experience working on the Hill, creating content, and writing under tight deadlines. Fellowship is paid and highly competitive. It traditionally runs from September to December. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This job will be remote.

**Primary Duties:**

- Writing press releases
- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Maintaining website
- Designing graphics, video editing
- Compiling daily press clips

- Managing press lists
- Providing research for op-eds and press releases

Please email a resume, cover letter, writing sample, and 2-3 digital samples to [NY18PressFellowship@gmail.com](mailto:NY18PressFellowship@gmail.com) with “FALL PRESS FELLOWSHIP” in the subject line.

**MEM-222-20** The Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade is seeking one full-time intern. The Intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is telework eligible and will be from September to December 2020. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to, answering phones, providing administrative and research support to staff, and assisting with subcommittee hearings and events, among other office and research tasks. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line “Fall 2020 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

**MEM-220-20** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2020. This position is remote. If the public health situation changes significantly, the position could transition to in-office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee’s 9th District. Interns will work for 10-16 weeks (August-December). Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee’s 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Assist virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

**MEM-218-20** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2020.

Interns will assist the legislative and administrative staff, answer phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls, follow ups or drop ins, please.

Email [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov), with your resume, cover letter & a 1-2 page writing sample as a single PDF.

**MEM-214-20** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 2020 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to [employment@mail.house.gov](mailto:employment@mail.house.gov). If you have further questions, please call the Intern Coordinator at (202) 225-4016.

**MEM-213-20** The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to [ally.hibben@mail.house.gov](mailto:ally.hibben@mail.house.gov) with the subject line: Fall 2020 Internship.

No phone calls or drop-ins, please.

**MEM-209-20** The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**. The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [OversightJobs@mail.house.gov](mailto:OversightJobs@mail.house.gov) with “Internship Application” in the subject line.

No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-090-20** The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy

experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to [E&L\\_Interns&Fellows@mail.house.gov](mailto:E&L_Interns&Fellows@mail.house.gov). Please, also, include two short, relevant writing samples in your application materials.

Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.