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

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

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of June 3, 2019**

**MEM-227-19** Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the Fall of 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to [Matthew.Holcombe@mail.house.gov](mailto:Matthew.Holcombe@mail.house.gov) with the subject line "Fall 2019 Internship."

**MEM-226-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time legislative and press **interns** for fall 2019 to start in early August. Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written

communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization and have outside funding.

**MEM-225-19** Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2019 term from August to December. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, Congressional hearings, and press events. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and excellent written and oral communication skills.

Those interested should send a resume and cover letter to [tyler.fagan@mail.house.gov](mailto:tyler.fagan@mail.house.gov). Applications are reviewed on a rolling basis, so there is currently no deadline to apply.

The position is open to current college students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate class/work schedules. State ties preferred but not required.

**MEM-222-19** Ohio Democrat is seeking **interns** for the 2019 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 have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include 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 pleasant attitude, 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.

9th District Ohio ties a plus! Applications due by June 16th.

Please email [Courtney.Hruska@Mail.house.gov](mailto:Courtney.Hruska@Mail.house.gov) with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

**MEM-219-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, 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 or drop ins, please. Applications must be received by COB July 1st.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov)

**MEM-316-18** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative.

Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov)