



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of March 27, 2017

MEM-107-17 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** to fill spring and summer positions. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. California ties are a plus. Please send a résumé, cover letter and dates of availability to Peter.Durkin@mail.house.gov with "Internship" in the subject line.

MEM-106-17 Democratic Congressman Pete Aguilar (CA-31) is seeking highly motivated **interns** to join his Washington D.C. office. Interns will have the chance to experience the fast-paced atmosphere of a congressional office and gain valuable work experience. This is an excellent opportunity for those interested in the legislative process. Intern responsibilities include attending hearings and briefings, assisting with front office duties, answering phones, assisting with

tours, researching legislation for staff and drafting constituent correspondence letters on various issues before the House. Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail and ability to function in a fast-paced environment.

Full-time summer internship positions are available beginning in early June. Southern California ties are preferred. Internships are unpaid, however current students may be eligible for academic credit. To apply, please send cover letter, resume and brief writing sample to parker.dorrough@mail.house.gov by April 10, 2017.

MEM-105-17 The office of Congressman Don Beyer (VA-08) seeks qualified candidates for a full-time, unpaid **internship** starting Monday, April 3rd and ending on Wednesday, May 31st. Core responsibilities include supporting the Staff Assistant in the management of a robust tour program and a busy front office. Excellent communication and organizational skills are vital. The ideal candidate possesses impeccable writing skills, works efficiently in fast-paced environments, has a deep sense of responsibility, and a sincere willingness to learn. Qualified candidates must submit a resume, cover letter, and a 1 to 2 page writing sample to Grace.Rubinger@mail.house.gov by March 29, 2017. Ties to Virginia's 8th Congressional District strongly preferred. Women and minority candidates are strongly encouraged to apply. No phone calls or walk-ins, please.

MEM-104-17 The office of Congresswoman Frederica S. Wilson seeks a press **intern** for the Washington, D.C. Office. Responsibilities include assembling daily news clips, drafting news releases and social media content, conducting research, and assisting the communications director with other tasks as needed. Additionally, the intern will shadow the communications director at committee hearings and relevant media events. Candidates must possess strong writing skills and will be asked to take a writing test. A background in communications, media relations/public affairs or journalism is preferred, but not required.

All interested candidates should email Nnemdilim.ubezonu@mail.house.gov with resume and cover letter attached.

MEM-103-17 Congressman Charlie Crist (FL-13) 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** for Spring 2017. Applicants must be able to start immediately. 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. Florida ties are encouraged but not required. Please send resume, cover letter, and one writing sample to Victor.Yang@mail.house.gov.

MEM-101-17 Congressman André Carson (D-IN) is seeking a professional, dependable, and hardworking student or recent graduate for a press **internship**. Duties will include drafting press releases and social media content, updating press lists, compiling and distributing daily press clips, media monitoring, answering the office phone, and other communications and administrative tasks as assigned. Indiana connections are favorable but not required. Internship to start as soon as a qualified candidate is identified. Scheduling is flexible.

Please send a resume, brief cover letter, and one short writing sample to internscarson@gmail.com with “Press Intern” in the subject line.

MEM-100-17 Congressman Ben Ray Luján (NM-03) has immediate openings for unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please e-mail a resume, cover letter, and a 1-2 page writing sample to Lujan.Tours@mail.house.gov.

MEM-099-17 The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for the summer 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 drafting constituent correspondence, 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 service. Wisconsin ties are a plus! All internships are unpaid. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume, cover letter, and a brief writing sample to Andrew.ONeill@mail.house.gov with “2017 Pocan Summer Internship” in the subject line.

MEM-098-17 Ohio Democrat is seeking **interns** for the summer of 2017. 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!

Please email Courtney.hruska@Mail.house.gov with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

MEM-097-17 West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Please e-mail your resume and cover letter to calgopinternship@gmail.com.

MEM-096-17 Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this summer. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to NY.ResumeInbox@mail.house.gov. Equal opportunity employer. No calls or walk-ins please.

MEM-090-17 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office. 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.

MEM-089-17 The House Energy and Commerce Committee Democratic Staff seeks a qualified graduate or undergraduate press **intern** for the Spring 2017 Semester. 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.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are encouraged to apply.

If you are interested in applying, please send a resume, cover letter, and two references to InternshipResume.EC@mail.house.gov, with "Spring Press Internship" in the subject line.

MEM-088-17 The House Energy and Commerce Committee Democratic Staff seeks qualified graduate and undergraduate **interns** for the Summer 2017 program. 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. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, organizing documents, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to perform legislative research, shadow staff at hearings and markups, and attend briefings on subjects within the Committee's broad jurisdiction.

The ideal candidate is an organized and committed student or recent graduate who is eager to join a fast-paced environment and interested in learning more about the legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to InternshipResume.EC@mail.house.gov with "Summer 2017 Internship" in the subject line.

MEM-085-17 The Washington, D.C. office of Congresswoman Martha McSally is currently seeking applicants for a paid full-time **internship** to start immediately for the spring 2017 term ending in mid-May. Responsibilities include assisting the staff with front office operations, conducting legislative research, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending committee briefings and hearings, and learning about the day-to-day operations of a congressional office. Ideal candidates will be ambitious, proactive, have a positive attitude and demonstrate a strong interest in the legislative process. Unpaid internships are available to qualified college students seeking college credit or recent college graduates. Arizona ties preferred but not required. No drop-ins. Please e-mail a resume and cover letter to seton.brems@mail.house.gov.

MEM-081-17 The Office of Congressman A. Donald McEachin (VA-04) seeks a Press **Intern**. Current college students and recent grads are encouraged to apply. Primary responsibilities will include: compiling and distributing daily news clips; pitching reporters; creating graphics; press list maintenance; media monitoring; writing press releases, advisories, website content, floor speeches, and social media posts. Candidates must have strong written and verbal communication skills as well as the ability to work under tight deadlines. Individuals with a background in communications, journalism, public relations, public affairs or political science is strongly preferred. Please send a resume, brief cover letter, two short writing samples, and availability to jamitress.bowden@mail.house.gov with the subject line "Press Intern" by March 31st.

MEM-080-17 The Washington, D.C. office of Congresswoman Louise Slaughter (NY-25) is seeking a full-time press **intern** to work with the communications team in the Congresswoman's personal and Rules Committee offices for the Summer of 2017.

The press intern will work directly with an award-winning communications staff to carry out responsibilities including – but not limited to – creating digital content, developing press lists, collecting and distributing press clips, drafting press releases, and contacting reporters. Special skills such as photography or graphic design are a plus. Standard schedule begins with aggregating news clips at 7:45 am and ends at 3:45 pm.

Congresswoman Slaughter is the top Democrat on the House Committee on Rules. The Rules Committee determines the parameters of debate for all major legislation before it can be considered on the House Floor and is a hotbed of activity.

Applicants should e-mail a cover letter, resume, and a short writing sample, and if applicable, a portfolio sample to Sam Menchel at

NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Sam at 202-225-3615 with any questions.

MEM-079-17 The Washington, DC office of Congresswoman Louise M. Slaughter (D-NY) is offering summer **internship** opportunities for college students and recent college graduates. First-hand experience interning in Congresswoman Slaughter's office provides a unique opportunity to understand the development and implementation of public policy. Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the legislative staff, and assisting with additional office duties.

Interns are matched based on their policy interests with a legislative staffer and together they develop substantive projects that allow interns the chance to increase their knowledge of a subject area and better understand how the federal government works. Interns will also gain unique insight into the legislative process and parliamentary procedure as a result of Congresswoman Slaughter's position as the ranking member of the House Rules Committee.

Applicants should e-mail a cover letter, resume, and a one to three page writing sample to Sam Menchel at NY25.InternApplications@mail.house.gov. Please do not hesitate to contact Sam at (202) 225-3615 with any questions.

MEM-076-17 California Democrat is seeking hardworking **interns** for the Spring 2017 internship session, to begin immediately. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to bera.resume@mail.house.gov.

MEM-073-17 Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for March through May 2017. Interns will work closely with Congressman Womack's staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also sits on the Budget Committee. Any interested candidates should send a current resume and cover letter to hannah.shea@mail.house.gov.

- MEM-071-17** The Democratic Office of the Committee on Oversight and Government Reform is seeking a full-time **intern** to start immediately. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis. To apply please send your cover letter, resume and 1-2 page writing sample to oversight.democrats@mail.house.gov with the subject line, "Internship."
- MEM-070-17** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Spring 2017 and/or Summer 2017 semester(s) in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line "Spring 2017 Internship" OR "Summer 2017 Internship" to Nick Vargish at nick.vargish@mail.house.gov.
- MEM-066-17** Democratic Leadership office is currently accepting **intern** resumes for the upcoming Summer 2017 Semester. The spring internship program will begin early May and run through July/August. Interns will assist with Member outreach, event planning, legislative work and press services. Interns will also be handling front office responsibilities, answering phones, distributing mail and directing guests to appropriate staffers. Qualified applicants must possess a pleasant attitude, great work ethic and have a flexible schedule. Candidates involved in an education or leadership program are preferred.
- Please email a cover letter and resume to Caucusinternresume@mail.house.gov with your availability. Include "2017 Summer Democratic Leadership Internship" in the subject line.