



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of September 12, 2016

- 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 ny13intern@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 oriented 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.

MEM-264-16 The Office of Congressman Jody Hice (R-GA) is seeking full-time and part-time **interns** for the 2016 Fall Semester. Applicants should be motivated, detail-oriented, and energetic with excellent oral and written communication skills. Individuals should demonstrate strong interpersonal skills and ability to manage multiple tasks, possess strong computing skills, and have a sound work ethic. Responsibilities include, but are not limited to: answering and screening telephone calls, organizing and managing the front office, greeting constituents and visitors, giving tours of the Capitol, monitoring media hits, writing constituent letters and social media posts, assisting with the planning, preparation and execution of Member events and appearances, assisting staff with special projects, research and assignments, attending community events, and other duties as necessary. Although the internship is unpaid, interns will gain valuable firsthand experience in a Congressional setting. Georgia ties are preferred, but not required. Hours are flexible, and can be shaped around class and work commitments. Interested applicants should send their resume and cover letter to: Nadgey.Louis-Charles@mail.house.gov. In the subject Line, please put First Name Last Name: Internship Application.

MEM-263-16 The office of a New York Congressman seeks an unpaid press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and three writing samples. Please submit all inquiries with the subject "Press Internship" to: NY.ResumeInbox@mail.house.gov.

MEM-262-16 The Office of Congressman Michael Capuano (D-MA) is looking for full-time **interns** to aid our administrative and legislative team at the Washington, D.C. office. Responsibilities include: researching legislative issues, attending legislative hearings, answering phone calls, processing constituent mail, leading tours of the U.S. Capitol, and assisting in any other special projects/tasks that may arise. Applicants should be self-motivated, reliable, hardworking, and have strong communication skills. Massachusetts ties preferred, but not required. Fall internships start in late August and run through December. Internships are unpaid, but academic credit is available. Interested candidates should submit a resume, cover letter, and a one-page writing sample in PDF format to eliza.ramirez@mail.house.gov.

MEM-261-16 Democratic Member of the House seeks an unpaid **intern** for their DC office. Responsibilities include assisting staff with general office duties, drafting constituent correspondence, attending briefings and hearings, answering phones, researching legislative issues, giving Capitol tours, greeting visitors and performing various other tasks. Candidates should be energetic, enthusiastic and able to thrive in a fast-paced working environment. Strong communication skills are a must. Candidates should have a general understanding of the governmental process, knowledge of North Carolina, and interest in the legislative process. If interested, please send a cover letter, resume, and writing sample via email to: nc12internjobs@gmail.com. Absolutely no phone calls or walk-ins. Minorities, LGBT and women are encouraged to apply. North Carolina ties preferred, but not required.

MEM-260-16 Ohio Democrat is seeking **interns** for the Winter 2016 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!

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-259-16 A Member of the House Financial Services Committee is currently seeking full – or part – time **interns** for the fall 2016 semester 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, and availability with the subject line “Fall 2016 Internship” to houseintern16@gmail.com.

MEM-258-16 Congressman Coffman seeks hard-working, enthusiastic legislative **interns** for the Fall 2016 semester in his Washington, DC office. Interns are responsible for: giving tours of the U.S. Capitol, answering constituent calls, sorting constituent

correspondence, assisting legislative staff with research and writing, processing U.S. flag requests, attending Congressional briefings and hearings, and attending events with the Congressman as necessary. Applicants should have strong written and oral communication skills, exceptional interpersonal skills, and have demonstrable interest in public policy and government. Attractive applicants will have completed at least 60 credit hours of undergraduate coursework. Those with Colorado ties and professional proficiency in Spanish are encouraged to apply. Applicants should be aware that this is an unpaid internship that tentatively lasts from September through December 2016. To apply, please visit: <http://coffman.house.gov/services/internships>.

MEM-257-16 The Office of Congressman Jared Polis (CO-02) is currently seeking full or part time **interns** for the Fall 2016 semester in his Washington, D.C. office. The internship is scheduled to run from August to December, but can vary depending on the candidate's availability. Ideal candidates would be reliable, professional, and possess strong writing and communication skills. Candidates must be willing to work in a fast paced environment and be prepared to assist legislative and communications staff as necessary. Responsibilities include, but are not limited to: sorting constituent correspondence, conducting Capitol tours, answering phones, attending hearings and briefings, and drafting constituent letters. Internships are unpaid, but offer a great opportunity to gain professional experience and learn more about the legislative process. Undergraduate students or recent college graduates preferred. Colorado ties a plus, but not required. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter in PDF form to: tom.clancy@mail.house.gov.

MEM-255-16 The office of Congressman Jeff Fortenberry (NE-01) is seeking full and part-time **interns** for the fall semester in its DC office. Interns engage in a variety of tasks, and their responsibilities are assigned based on interests, capabilities, and the needs of the office. Interns will have the opportunity to hone their legislative research and writing skills and interact with senior legislative staff; attend hearings and briefings on Capitol Hill; assist with media/communications tasks and gain proficiency in IQ; and participate in our office's top priority, constituent outreach, by leading tours, greeting visitors, and answering phones. Exceptional interns in the past have gotten opportunities to write constituent letters and contribute to constituent and staff meetings on and around Capitol Hill. If you are interested in applying for one of the most robust internship programs on the Hill, please submit a cover letter including the reason you would like an internship in Congressman Fortenberry's office, your résumé, two writing samples, and references to NE01internships@gmail.com.

MEM-254-16 Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internship** for Fall 2016. Candidates should possess a strong interest in the legislative process. Strong oral and written skills and close attention to details are imperative.

Interns are considered an integral part of the team and will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, and attending briefings and hearings. Congressman Hastings supports students requesting credit for their internship through their school or university. Please e-mail a resume, cover letter, writing sample and dates of availability to internship.alhastings@mail.house.gov with "2016 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.