



House Vacancy Announcement and Placement Service (HVAPS)

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

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INTERNSHIP VACANCY LISTING
Week of June 20, 2016

MEM-174-16 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for the fall of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to internship.in02@gmail.com with "Communications Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.

MEM-173-16 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time legislative **intern** for her Washington D.C. office for the fall of 2016. Ideal candidate would be professional, dependable and possess a strong work ethic and writing skills. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Please send resume and cover letter to internship.in02@gmail.com with "Legislative Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.

MEM-172-16 The office of Representative Richard Hanna (NY-22) is currently accepting applications for fall semester **interns**. Duties will include greeting visitors, answering the telephone and answering constituent requests for general information, providing constituent tours of the Capitol, and other duties as assigned by the intern coordinator and staff members. This position will also monitor the delivery and pickup of mail, maintain the front office, draft constituent correspondence, assist with the preparation of legislative materials for committee hearings and briefings, and attend committee hearings with the Member.

The internship will be unpaid and run September through December, though precise start and end dates are flexible. To apply, interested applicants should email NY22Internships@gmail.com with a resume, cover letter, and two letters of recommendation.

MEM-171-16 Southern California Democrat seeks a full-time, unpaid Communications **Intern** for Fall 2016 to support dynamic press operation. Primary responsibilities include: create social media content and graphics; draft press releases and talking points; plan and execute DC and San Diego press events; cut and edit videos; organize and track photos; compile press clips and track coverage. Candidates must have strong writing and social media skills and demonstrate sound political instincts. California residents or those with strong ties to San Diego encouraged to apply. Please send a cover letter, resume, writing and social media/ graphic samples to ca52internship@mail.house.gov with the subject line "Communications Intern CA52." Deadline to apply is July 15th.

MEM-170-16 Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2016. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic

administrative tasks. Candidates must exhibit strong writing and communication skills. California residents or strong ties to San Diego are preferred. Candidates should be prepared to work a minimum of 10 hours per week. Please send a resume, cover letter, writing sample (1-2 pages), and times available (start and end dates as well as days per week) to CA52Internship@mail.house.gov with "LAST NAME, FIRST NAME, CA52 Internship" in the subject line. Deadline to apply is July 15th.

MEM-169-16 Congressman Bruce Westerman (AR-04) is currently accepting applications for his Summer II 2016 **internship** program in his Washington, D.C. office. He is seeking highly qualified candidates who are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. In the DC office, responsibilities will include answering the phone, giving tours of the Capitol, assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Although internships are unpaid, the office is happy to fill out any necessary forms for students to receive credit at their respective college or university. Arkansas ties are preferred, but not required. Interested candidates should email a resume and cover letter to Jordan.Garcia@mail.house.gov.

MEM-165-16 Congressman Diane Black (TN-06) seeks full-time and part-time **interns** to begin as soon as possible for the fall 2016 semester. Duties will include:

- Conducting legislative research and writing memos,
- Attending Congressional hearings and briefings on behalf of the staff,
- Welcoming guests,
- Handling constituent communications, and
- Giving tours of the Capitol.

College students, recent graduates, and those with an interest in tax, budget, and health care policy are encouraged to apply. Tennessee ties are a plus, but not required. Interested applicants should send a resume and cover letter detailing their interest and time commitment they are willing to make to meghan.oakes@mail.house.gov.

MEM-158-16 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-155-16 The Washington, DC, office of a high profile Member of Congress has unpaid Press **internship** openings to begin immediately until end of the year. 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-146-16 The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in late August/early September and run through the semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com by July 11. Location: Washington, DC.