



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of September 5, 2016

- 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 nyl3intern@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 orientated 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.

MEM-252-16 Moderate Senior Democratic member seeks unpaid **interns** for Fall 2016 (approx. September – December) in a fast-paced Congressional Office where they will gain valuable exposure to and knowledge of the legislative process and the

United States Congress.

Applicants should be positive, motivated, organized and reliable individuals willing to assist with the legislative and administrative needs of the staff. Duties include greeting constituents, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research and various other tasks to assist staff. Applicants must have strong 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 environment, and possess a strong attention to detail. Northern California connections are preferable.

Please send resume, cover letter, and availability (both availability during the week as well as a start and end date), three references and a one page writing sample to DCIntern.Thompson@mail.house.gov with "Fall 2016 Internship" in the subject line. We will hire until spaces are filled. No phone calls please.

MEM-251-16 The office of Representative Bruce Poliquin is accepting applications for **internships** in Washington, D.C. for Fall 2016. The internship will offer students and young professionals invaluable experience with the legislative process. Interns work side by side with experienced full-time staff, and play an integral part in the daily operations of the office. A typical day for our interns includes welcoming folks to the office, researching legislation for the Congressman and policy staff, and answering constituent calls and letters on various issues before the House. Ties to Maine are preferred, but not required. Interested candidates should send their resume and cover letter to Poliquin.internship@mail.house.gov.

MEM-250-16 The Committee on Education and the Workforce, Democrats is a legislative office in the U.S. House of Representatives. The Committee has jurisdiction over a broad array of education and labor policy areas, including K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. "Bobby" Scott (VA-03) serves as Ranking Member.

The Committee on Education and the Workforce, Democrats is currently seeking graduate and legal **interns** and fellows to work on labor policy as well as general undergraduate interns for the fall of 2016. Legislative tasks may include, but are not limited to, legislative research, assembling information, assisting staff in hearing and markup preparation and execution, memo and legislative writing, and attending other hearings, markups, briefings and meetings for the purpose of taking notes.

Interested applicants should email their application materials to jobs_ewdems@mail.house.gov. Please include your resume, a cover letter and the internship applicant information form. Graduate students and fellows should also include two short, relevant writing samples.

Please visit our internship at <http://democrats-edworkforce.creative.house.gov/about/internships> for complete information on how to apply.

- MEM-249-16** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for our Washington, D.C. office for the fall of 2016. Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting members of staff with press clips and constituent communication and will help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to Andres.Chovil@mail.house.gov. No calls or walk-ins please.
- MEM-248-16** Internship Position in House Democratic Caucus Chairman Xavier Becerra's Office Washington, D.C. — Rep. Xavier Becerra is looking for **interns** for his Leadership office to begin March or April. Responsibilities include (but are not limited to) transcribing videos, collecting press clips, live-streaming briefings, supporting the Operations team in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects. Applicants should be motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Women and minorities are strongly encouraged to apply. Applicants must be either college/graduate students receiving academic credit or congressional internship/fellowship program participants. The intern should be prepared to start working in full-time. Applications will be reviewed on a rolling basis. To apply, please send a cover letter and resume to caucusinternresume@mail.house.gov.
- MEM-247-16** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the fall semester. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents. Interested applicants should visit the Committee's website at <http://democrats.science.house.gov/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.
- MEM-246-16** The Office of Congressman Brad Wenstrup is seeking **interns** for this fall. Responsibilities will include, but are not limited to, answering phones, matching constituent mail to appropriate staffers, giving constituents tours of the Capitol, and writing memos for staff on policy briefings. Interns may also occasionally be asked to run errands for staff and complete special projects. Applicants should

have a strong work ethic, excellent communication skills, and an interest in politics/policy. All interested should email a resume and cover letter to oh02interns@gmail.com.

- MEM-245-16** The Office of Congresswoman Eddie Bernice Johnson is seeking unpaid **interns** for the Fall 2016 semester in the Washington D.C. office. Responsibilities include assisting the administrative and legislative staff with writing, legislative research, constituent services, and attending various briefings and hearings. Candidates should be self-motivated, detail oriented, and possess strong oral and written communication skills. This is an excellent opportunity to gain experience on Capitol Hill while learning about the legislative process. Texas ties are preferred, but not required. If you are interested in this internship opportunity, please e-mail a cover letter, resume, references and a short writing sample to Nawaid.Ladak@mail.house.gov. Please no phone calls or walk-ins.
- MEM-244-16** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for fall of 2016 in the Washington D.C. office. Ideal candidates would be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants 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. Wisconsin ties preferred, but not required. Interested applicants should send resume, cover letter and availability to wi06resumes@gmail.com.
- MEM-243-16** The office of Congressman Tom Reed (NY-23) 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 availability of the applicant. Ideal candidates should be professional, dependable, and possess strong communication skills. Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearing and briefings, and other legislative projects. Internships are unpaid, but are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. New York ties are a plus, but not required. Interested applicants should send their resume, cover letter, and a writing sample with the subject line “Fall Internship” to samara.brown@mail.house.gov.