



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of March 5, 2018

MEM-079-18 The Office of Congressman Anthony G. Brown (D-MD04) seeks legislative **interns** with excellent oral and written communication skills for Spring 2018 in the Washington, D.C. Office. Responsibilities include compiling research on bills and various issue areas, attending committee hearings and briefings, drafting correspondence and memos, and completing other projects and duties as assigned by the legislative team. Applicants must be able to work both in a group setting and independently. Candidates should have strong organizational skills, a positive attitude and a willingness to learn. Qualified applicants should submit a cover letter, resume, and a writing sample to both hannah.cooper@mail.house.gov and ann.mathew@mail.house.gov with "MD04 Spring Internship" in the subject line. This will be a *Monday/Wednesday* internship. Maryland ties preferred, but not required. No phone calls or drop-ins please.

MEM-077-18 The office of Congressman Randy Hultgren [IL-14] is seeking candidates for full-time **internships** in his Washington, DC office. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. While preference is given to applicants from

Illinois, I encourage all candidates with a strong work ethic and positive attitude to apply. Please send your resume and cover letter (with potential start date) to IL14interns@gmail.com. No phone calls or drop-ins, please.

MEM-075-18 U.S. Rep. Bill Pascrell, Jr. (D-NJ) seeks summer **interns** for his Washington, DC office. This internship term runs from May through early August. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. This internship is unpaid. Ties to New Jersey are strongly preferred, but not necessary.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee and as the Ranking Member on the Ways and Means Subcommittee on Trade. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses. Interested applicants should send a resume and cover letter to Christopher Hadad (Christopher.Hadad@mail.house.gov).

All applications are due by April 1st, 2018. Applicants will be considered on a rolling basis.

MEM-074-18 Congressman Sean P. Duffy is looking for Summer **interns**! We are looking for energetic and driven individuals who are eager to learn. Congressman Duffy represents Wisconsin's 7th Congressional District and serves on the House Financial Services Committee as the Chairman of the House Financial Services Subcommittee on Housing and Insurance. The internship program is a very hands-on program where our goal is to make you feel like you are a part of the team and not just an intern whose sole responsibility is to answer phones. The main mission of the program is education and placement. Our hope is that after our interns leave the program they are prepared to step right into a Staff Assistant or maybe even a Legislative Correspondent position on Capitol Hill. If you are a student or recent graduate and think you would benefit from this opportunity please email your resume and cover letter to Wisc.internship@gmail.com. Ties to Wisconsin are not required but preferred.

CORE RESPONSIBILITIES:

- Legislative Research
- Writing constituent correspondence
- Administrative Duties
- Tours of the U.S. Capitol

QUALIFICATIONS:

- Excellent verbal and written communication skills

- Track record of responsibility
- Exemplifies great customer service

MEM-073-18 Congressman Dave Loebsack (IA/02/D), is currently hiring spring **interns** for his Washington, D.C. office to start immediately. Responsibilities include answering phones, sorting mail and faxes, giving tours of the Capitol, assisting with constituent correspondence, and providing general office support as needed. Intern candidates should be current or recent college students, regardless of major but with an interest in Congress and the legislative process. Full time availability is preferred, but part-time candidates are encouraged to apply as well.

To apply please email your cover letter, resume, and a short writing sample to LoebsackInternship@mail.house.gov. Please include any Iowa connections in the body of the email. No phone calls or drop-ins please.

MEM-072-18 The Committee on House Administration Democratic staff is currently seeking a full-time, unpaid **intern** for the 2018 Spring Semester. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research. Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, and assisting with front office duties. Candidates must exhibit strong writing, communication and organizational skills. Spanish fluency is a plus. Please send a resume and brief writing sample in PDF format to Sydney.burns@mail.house.gov with “Spring Congressional Internship” in the subject line.

MEM-071-18 COMMITTEE ON HOMELAND SECURITY – Democratic Staff

JOB TITLE:

Summer 2018 **Intern**

SUMMARY:

Interns are responsible for providing Senior and Professional Staff with legislative, policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

ESSENTIAL JOB FUNCTIONS:

- Performs legislative and policy research.
- Assists with the coordination and production of hearings and bill markups by:
 - Researching background on witnesses and hearing topics.
 - Finalizing documents for Members and Committee Staff.
 - Delivering said documents to Members of the Committee.
- Oversees physical and digital Correspondence to and from the Committee.
- Conducts clerical work for the Office Manager and staff by:
 - Answering Phones
 - General office tidiness and maintenance

- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities.

QUALIFICATIONS:

Must be at least a sophomore in college. Coursework and experience in Political Science, Government Affairs, Homeland Security Issues or a related field is preferred. Strong organizational skills; excellent oral and written communication skills; the ability to perform under pressure and tight deadlines. Must be familiar with Microsoft Office.

Applicants should send a resume, cover letter, and writing sample to elise.phillips@mail.house.gov.

MEM-069-18 The DC office of Congressman Buchanan (FL-16) is looking for immediate start **interns**.

Overview

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Being the office of a senior member of the House Ways and Means Committee, interns will have exposure to healthcare, tax, and trade issues. Interns will assist staff with legislative projects, attend briefings and hearings, and assist with maintaining data bases. Interns will also work on a policy proposal under the guidance of staff and will present their policy proposal at the end of their internship.

Interns will also have the chance to attend briefings independently and on the behalf of staff. At the end of the internship, interns will have a firm understanding of how Capitol Hill works, a bespoke policy proposal, and full understanding of how the legislative process works.

Required Skills

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn

Application instructions

Please email your resume and available start date to lewis.plush@mail.house.gov.

MEM-068-18 The office of Congresswoman Terri A. Sewell (D-AL) is seeking a full time **Digital and Press Intern** to start in mid-May of 2018. Applications due by March 9th, 2018.

Internship Description:

- Learn how to write emails and campaign actions that you'll send to over 100,000 constituents
- Design and curate content for social media and connect with our local and national audience

- Work side-by-side with our Press Secretary, learning the ropes of digital content production and press outreach
- Assist in traditional media outreach to newspapers, television and other media outlets
- Analyze the results of your work and report on successes and failures

Qualifications:

- Passion for working to address issues of voting rights, health care, education, and job growth
- Writing experience; ability to communicate message in concise and compelling manner
- Understanding of what makes online content both shareable and persuasive, including blogs and social media
- Interest in graphic design/infographic design
- Some experience with photography, and in HTML, Microsoft Word, and Excel

To Apply:

Please send the documents listed below to Sewell.Press@mail.house.gov

- A current resume
- Cover letter
- Writing samples (select two of three options below):
 - A 150-word excerpt from a paper you have submitted recently in your coursework
 - A 500-word memo to legislative staff on an issue area of interest to you (ex. income inequality, domestic violence prevention, immigration reform, financial literacy, cybersecurity, education, energy policy, etc.)
 - A 500-word article from a college newspaper or other publication

MEM-067-18 The Personal Office of Congressman Eliot L. Engel, the Ranking Democrat on the House Foreign Affairs Committee, is searching for prospective students who wish to **intern** at our Washington D.C office. Duties include: taking phone calls, responding to constituent concern, and assisting official staff by attending briefing and Congressional hearings.

Aside from the varying duties, a prospective intern should be able to communicate effectively; be an attentive listener; and possess good writing skills. This is an unpaid internship, but can be counted for course credit. Though we are open to a variety of academic backgrounds, preferred candidates would be those majoring in: Political Science, Social Work, Government Affairs, and History. Most candidates are college students or recent graduates.

As an intern in the Office of Congressman Engel, one is expected to act with the utmost courtesy and professionalism. We expect our interns to respect the office and its constituents as the office serves not only at the pleasure of the community, but also as the public face of Congressman Engel. Working at the District Office

will provide interns with the experience of working in an active, ground-level operation of a Congressional office. It is a concrete actualization of civics in action.

If you would like to be considered for a position, please email your resume and cover letter to Engel.Internship@mail.house.gov. In your application, be sure to include the semester and/or dates you would be available to intern. NY ties a plus, but not required.

MEM-066-18 Our Washington, DC office offers **internship** opportunities to college students during the fall, spring, and summer semesters. Individual responsibilities will vary, but all interns will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues. Internship hours are flexible, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session.

Fall internships run from mid-September through mid-December. Spring Internships run from mid-January through mid-May. Summer internships run from end of May through mid-August. Please send all resumes to maximilian.devreeze@mail.house.gov.

MEM-065-18 The office of Representative Jason Lewis (MN-02) is accepting applications for unpaid full-time **interns** to work in his District office in Burnsville, Minnesota during the summer of 2018. In the District office, interns may be asked to carry out a variety of duties including answering phones, writing letters, and assisting with constituent intake. In addition, interns may be assigned to assist with constituent casework or help with district-based projects.

Strong candidates will be motivated, meticulous, and eager to learn. Interested candidates should email a resume and cover letter to Angela.Sedlacek@mail.house.gov.

MEM-063-18 The Majority House Budget Committee is hiring an **intern** starting immediately. As an intern with the House Budget Committee, you will provide vital support by assisting Committee staff in assignments that include compiling the daily Budget News Clips, sorting and processing mail, answering the phones, assembling reference material, administrative support, and special projects. Much of the work you will do is actual work performed on a daily basis by other members of the Committee staff.

Full and part-time positions are available. *Paid internships are available to anyone who is not receiving course credits through a university.*

Please submit the application found at <https://budget.house.gov/about/internships>, your resume, cover letter and one page writing sample as one PDF package to budget.interns@mail.house.gov.

MEM-062-18 The *Democratic Staff* of the *House Energy and Commerce Committee* seeks qualified undergrad and recent graduates to **interns** for our Summer 2018 program (May/June through August/September).

An internship with the Energy and Commerce Democrats 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, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Our ideal candidate is an organized and committed student or recent graduate who is eager to join a fast-paced environment and build upon their knowledge of how Congress works—in particular, the role that congressional committees play in the federal 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 highly 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 2018 Democratic Staff Internship" in the subject line.

In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-061-18 The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time unpaid **internship** beginning in May and ending in August, with flexible start and end dates.

Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or

school schedule of the applicant. If interested, please send a resume and cover letter to intern.oh06@gmail.com with "2018 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-058-18 The House Committee on Oversight and Government Reform Democratic Staff is seeking a motivated and reliable **digital intern** to fill a spring position. This is an excellent opportunity to those who are interested in digital design, social media, technology, and the congressional process. Intern responsibilities include, but are not limited to, content creation, website frontend and backend, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premier Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. To apply, please fill out all the fields in the following form with "Digital Internship" as the internship type: <https://democrats-oversight.house.gov/about/internships-and-fellowships>.

MEM-057-18 The Republican staff of the Committee on Oversight and Government Reform of the House of Representatives seeks candidates for law student, graduate student, and undergraduate student **internships** for spring 2018 and summer 2018. Interns will have the opportunity to participate in substantive work on investigations and legislation, attend hearings and briefings, and participate in an intern education program. Undergraduate interns will also rotate through assisting in the front office on a recurring basis.

Spring internships are available immediately and typically run through the middle of April, although specific dates will be determined a case-by-case basis. Interns must be available at least three days a week, and preference will be afforded those available full time.

The strongest candidates will exhibit an excellent work ethic, discretion in working on confidential matters, and be enthusiastic and knowledgeable about the Committee's work.

Interested candidates should submit a resume and cover letter detailing their interest in the position to Michael.Watson@mail.house.gov and Robert.Brooks@mail.house.gov. Graduate students and law students are encouraged to include an unedited writing sample.

MEM-054-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this spring/summer. Candidates should be 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.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-052-18 The Republican office of the House Veterans' Affairs Committee is currently accepting applications for full-time **internships**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.

MEM-050-18 New Jersey Democrat seeking **interns** for the spring semester - Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: nj08jobs@gmail.com. No phone calls or drop-ins.

MEM-049-18 Texas Republican Representative's D.C. office is currently accepting **internship** applications for this Spring. We are looking for highly qualified candidates that are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, an interest in government and politics, and be able to multi-task and interact well with constituents. These are unpaid positions, but interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. Responsibilities include answering phones, assisting with constituent

correspondence, and supporting the legislative and communication staff on various projects. Interested candidates should email a resume and cover letter to Kristin Repass at Kristin.Repass@mail.house.gov. Texas ties are preferred, but not required.

MEM-042-18 The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Summer 2018 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the constituent flag request our office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at www.jones.house.gov by March 15th.