



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of June 24, 2019

MEM-262-19 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to:

Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting the Communications Director with drafting talking points, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time and part-time internship positions are available beginning in September 2019. To apply, please send a resume, cover letter, and brief writing sample to Ryan.Casman@mail.house.gov with the phrase "Internship Application" in the subject line. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-261-19 A senior-ranking Republican member on the Committee of Ways & Means is seeking candidates for full-time or part-time **internships** for Fall of 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. D.C. responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings. Florida ties are strongly preferred.

Please send your resume and cover letter to
housegopinternshipfl16@outlook.com No phone calls or drop-ins will be considered.

MEM-260-19 The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time paid **interns** for Fall of 2019 in the Washington D.C. office. Ideal candidates will be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Interns are paid a monthly stipend.

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-259-19 Congressman Sam Graves (MO-06) is actively seeking full-time and part-time fall **interns** to serve in his Washington, DC office. Interns will work closely with our D.C. staff and gain experience working on legislative research, press work, and constituent services.

Current college students and recent graduates are encouraged to apply, with preference given to those with connections to Missouri's 6th District. Students interested in applying should send their resume to Chase Hite at
chase.hite@mail.house.gov

MEM-257-19 The Washington, D.C. office of Congressman Sean Casten (IL-06) is seeking candidates for a paid **internship** for Fall of 2019. 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, assisting staff with legislative projects, attending briefings and hearings, and working on special projects.

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.

Interested applicants should visit the Congressman's website <https://casten.house.gov/services/internships/> or email Casten.Internship@mail.house.gov with "Internship Application" in the subject line. Please fill out the provided applications and attach a resume and cover letter. If you believe you are eligible for financial assistance, please also explain in 2-3 paragraphs as to why you believe you should receive assistance.

Applications due by July 15th at midnight. No drop ins, please. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Full and part-time candidate with Illinois ties are preferred. Do not hesitate to contact the office if you have any questions regarding our internship program, 202-225-4561.

MEM-255-19 The House Veterans' Affairs Committee (Minority) is currently accepting applications for full-time **internships** for the fall 2019 session. 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. Note that Committee internships are unpaid positions. Please send a cover letter, resume, and short writing sample to: var.internship@mail.house.gov. No phone calls or walk-ins please.

MEM-254-19 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time, unpaid Legal **Interns** for a mid-August or early September start date, running through the end of the 2019 calendar year. Responsibilities may include conducting legislative research, attending briefings and hearings for staff, preparing and assembling materials for Committee hearings and events, and other tasks as assigned or needed.

The ideal candidate will be detail-oriented, self-motivated, reliable, and have excellent writing and communications skills. An interest in environmental law is strongly desired; this internship is geared towards those in 2L or 3L programs.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with "Fall Legal Intern" in the subject line by July 10, 2019. Please include your approximate dates of availability in the message, and how many days per week you would be available. The office is an equal opportunity employer, and diverse candidates are encouraged to apply. No calls or drop-ins please.

MEM-253-19 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time, unpaid **Interns** for a mid-August or early September start date, running through the end of the 2019 calendar year. Responsibilities may include conducting administrative tasks for the committee, attending briefings and hearings for staff, conducting research projects, preparing and assembling materials for Committee hearings and events, and other tasks as assigned or needed.

The ideal candidate will be detail-oriented, self-motivated, reliable, and have excellent writing and communications skills. An interest in environmental, climate change, or science policy is strongly desired.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with “Fall Intern” in the subject line by July 10, 2019. Please include your approximate dates of availability in the message, and how many days per week you would be available. The office is an equal opportunity employer, and diverse candidates are encouraged to apply. No calls or drop-ins please.

MEM-251-19 Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee and Natural Resources Committee, seeks undergraduate or graduate students for full-time or part-time **internships** in her Washington, D.C. office. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff.

Qualified candidates will have strong communication skills and an interest in the legislative process. Colorado ties are preferred but not required. The ideal candidate will be able to intern at least two full days per week. Interested applicants should send a cover letter and resume to Blaise.Hokkanen@mail.house.gov

MEM-249-19 “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 a Fall 2019 **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 is a plus. To apply, please send your resume and cover letter to house.science.committee@mail.house.gov.”

MEM-248-19 The office of Congressman Larry Bucshon (IN-08) is currently seeking applicants for **internships** in the Congressman's D.C. office for the fall of 2019. Duties include drafting constituent correspondence, greeting constituents and answering phones, performing legislative research, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff.

We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. A positive attitude and an interest in politics are a must. District 8 or Indiana ties are preferred but not required.

Please email a resume & cover letter describing your interest in the position to connor.roberts@mail.house.gov

MEM-247-19 The Democratic Staff of the House Natural Resources Committee is currently seeking full-time Legislative **Interns** for our Fall/Winter session which runs from September-December. Interns are offered a stipend and are eligible for metro benefits. Applicants must be organized, detail oriented, and dependable. Above all, we seek interns who are passionate about issues within the Natural Resources Committee's jurisdiction and demonstrate exceptional interpersonal skills. A Legislative Internship offers a unique set of opportunities including the chance to attend committee hearings, markups, briefings, and meetings, in addition to gaining firsthand experience with the legislative process at the Committee level.

Primary duties include:

- Researching legislative policy issues
- Answering phone calls
- Sorting and distributing mail
- Conducting background research
- Performing stakeholder outreach
- Compiling data and statistics
- Assembling committee documents
- Tracking House floor proceedings

To apply for our Fall/Winter session, send a cover letter, resume, and short writing sample to Carlyn LeGrant at NRD.Internships@mail.house.gov with the subject line "Fall Legislative Internship Application"

The deadline to apply is July 8th, 2019.

MEM-246-19 Congressman Andy Levin (D-MI) is seeking a Digital Media **Intern** for a temporary paid position in his Washington, D.C. office. The intern will assist with the greater communications operation, but will focus on digital media content creation. Intern responsibilities include but are not limited to social media content generation, website maintenance, analytics, photography, videography, media monitoring and staffing the member. Candidates will have a keen eye for

design, a desire to grow and learn in the political communications space, knowledge of graphic design and video editing, a positive attitude and a sense of humor.

Candidates of all backgrounds are encouraged to apply. To apply, please send a resume, cover letter, a writing sample, graphic design sample and a link to a video using the subject line "Digital Media Intern" to MI09.Resumes@gmail.com

MEM-244-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please.

Applications must be received by COB July 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov

MEM-241-19 The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid **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 <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

MEM-240-19 The Washington, D.C. office of Congressman Frank Lucas (OK-3) is seeking candidates for a paid **internship** for Fall of 2019. 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, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are strongly preferred.

Please send your resume and cover letter to Jacob.Rainbolt@mail.house.gov, with "Internship Application" in the subject line.

MEM-236-19 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Fall 2019 session in his Capitol Hill office. The spring session dates are August 26th- December 13th. The internship schedule is flexible to accommodate classes. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to Curran.smolinsky@mail.house.gov before July 5th. Please specify what your internship schedule may look like.

MEM-233-19 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.

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-227-19 Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the Fall of 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to Matthew.Holcombe@mail.house.gov with the subject line "Fall 2019 Internship."

MEM-226-19 The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time legislative and press **interns** for fall 2019 to start in early August. Responsibilities include but are not limited to conducting legislative research,

answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to veterans.internships@mail.house.gov. Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization and have outside funding.

MEM-219-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB July 1st.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov