



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of August 31, 2020

MEM-228-20 The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking a full- or part-time press **intern** to start immediately. This is a paid position that will primarily be remote, but may require coming into the office occasionally depending on our hearing schedule.

The press intern will have the opportunity to work closely with the Communications Director, assisting with daily press clippings, writing content for social media platforms (Twitter, Facebook, and Instagram), and cutting videos.

Applicants must be creative thinkers and strong writers who are familiar with AP style. They should be detail-oriented and should have experience with graphic design and the Adobe Creative Cloud suite (Photoshop, Illustrator, Premiere). Applicants must also be organized, as they may be asked to balance multiple projects at once.

Interested applicants should send their resume and cover letter to oversight.committee@mail.house.gov. Please place "LAW CLERK" in the subject line.

MEM-227-20 The Democratic Staff of the House Committee on Veterans' Affairs seeks a full-time press intern for fall 2020.

Responsibilities include but are not limited to writing social media content, drafting press releases, answering phones, compiling press clips, 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.

To apply, complete the application form on the Committee's website at <https://veterans.house.gov/contact/internship> and submit a resume and cover letter to veterans.internships@mail.house.gov. Internships are unpaid and this position is remote.

In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply.

MEM-224-20 The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a press **fellow** to work remotely this fall and assist with an aggressive and fast-paced communications operation.

This is not a traditional Hill internship. Applicants must have strong writing, editing, and digital communication skills.

Ideal candidates are college students, recent graduates, or graduate students with prior experience working on the Hill, creating content, and writing under tight deadlines. Fellowship is paid and highly competitive. It traditionally runs from September to December. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This job will be remote.

Primary Duties:

- Writing press releases
- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Maintaining website
- Designing graphics, video editing
- Compiling daily press clips
- Managing press lists
- Providing research for op-eds and press releases

Please email a resume, cover letter, writing sample, and 2-3 digital samples to NY18PressFellowship@gmail.com with "FALL PRESS FELLOWSHIP" in the subject line.

MEM-220-20 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2020. This position is remote. If the public health situation changes significantly, the position could transition to in-office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee's 9th District. Interns will work for 10-16 weeks (August-December). Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Assist virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

MEM-218-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2020.

Interns will assist the legislative and administrative staff, answer phones, 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, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

MEM-090-20 The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov. Please, also, include two short, relevant writing samples in your application materials.

Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.