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**House Vacancy Announcement and Placement Service (HVAPS)**

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

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
in the CAO Human Resources Office - Ford HOB 102  
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of May 20, 2019**

**MEM-222-19** Ohio Democrat is seeking **interns** for the 2019 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 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! Applications due by June 16th.

Please email [Courtney.Hruska@Mail.house.gov](mailto:Courtney.Hruska@Mail.house.gov) with cover letter and resume.

Availability must be in cover letter. All components must be submitted for consideration.

**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](mailto:FL13.Internships@mail.house.gov)

**MEM-202-19** The office of Congresswoman Eleanor Holmes Norton is seeking motivated and hard- working college students for our summer **internship** program. Interns will gain valuable work experience in a fast-past congressional office. If you are an undergraduate, a recent graduate, or a graduate student, who is passionate about public policy, politics and serving District of Columbia constituents, our internship program offers a unique opportunity for growth, learning, and participation in meaningful work. We are looking for people who are dependable, enthusiastic, and professional.

**QUALIFICATIONS:** Applicants must be highly motivated, have excellent oral and written communication skills, responsible, dependable, flexible, and eager to learn.

**JOB DESCRIPTION:** Interns are expected to carry out any task assigned to them. Task include but are not limited to the following: Preparing constituent correspondence, data entry, project management and helping maintain the efficient day-to-day operations of an active congressional office. Interns must be willing to commit to a minimum of 20 hours per week during the summer and available occasionally on some evenings and weekends. Each summer intern will receive a stipend.

If interested, please send a resume, cover letter, and writing sample to [Norton.Interns@mail.house.gov](mailto:Norton.Interns@mail.house.gov)

For more information on Congresswoman Eleanor Holmes Norton, please visit her website at <https://norton.house.gov>

**MEM-201-19** Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated **interns** who are passionate about government and politics for a paid internship. Strong oral and written skills and close attention to details are imperative. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, and attending briefings and supporting staff as needed. Ties to California's 30th Congressional District are a plus, but not required.

Interested applicants should e-mail a cover letter and resume to [Brads.Interns@mail.house.gov](mailto:Brads.Interns@mail.house.gov). All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age.

We are currently seeking part-time and full-time interns for:  
Fall: August 16, 2019 - December 13, 2019

**MEM-191-19** The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time **internship** for Fall 2019. The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [Candyce.Phoenix@mail.house.gov](mailto:Candyce.Phoenix@mail.house.gov) with “Fall 2019 Internship Application” in the subject line. No phone calls or drop-ins please.

**MEM-189-19** The House Democratic Policy & Communications Committee (DPCC) seeks a press **intern** to begin in May to support the communications team.

Responsibilities include, but are not limited to, drafting press materials, maintaining website and digital platforms, clipping and editing videos, updating reporter and contact lists, coordinating events, and other administrative duties as assigned. Candidates must have strong writing skills, familiarity with digital

products and editing software, and the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume and cover letter to [dpcc@mail.house.gov](mailto:dpcc@mail.house.gov) with the subject line “2019 Summer DPCC Internship.”

**MEM-182-19 Digital Media Fellowship** (paid, temporary): The Office of Congresswoman Stephanie Murphy (D-FL) is seeking a Digital Media Fellow to join its fast-paced communications operation. Primary responsibilities will include drafting and creating social media content; producing high-quality online graphics and videos; taking photos; filming and livestreaming events; compiling daily press clips; and maintaining media lists. Candidates must possess strong technical skills and knowledge of the Adobe Creative Suite, as well as advanced creativity and artistic ability. Experience in website management, photography and social media strategy a plus.

This is a part-time, temporary paid position. Interested applicants must submit a resume, brief cover letter, and at least three samples of graphic design and/or video editing to Jonathan Uriarte at [jonathan.uriarte@mail.house.gov](mailto:jonathan.uriarte@mail.house.gov).

**MEM-316-18** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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.

Full-time candidates with California ties and previous internship/work experience are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov)