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

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**INTERNSHIP VACANCY LISTING**

**Week of March 30, 2015**

- MEM-093-15** Congresswoman Lois Frankel's (FL-22) D.C. office seeks **interns** for two summer sessions: (1) May 12- June 27th and (2) June 30th to August 15th. The ideal candidate possesses a high degree of professionalism and maturity and can take initiative, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, high efficiency and strong organizational skills as well as an ability to work cooperatively and courteously with others. Duties include: answering telephone calls, responding to general constituent inquiries and requests for tours, assisting with constituent correspondence, and providing administrative assistance to the DC staff. Undergraduate students or recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter to: [melissa.durity@mail.house.gov](mailto:melissa.durity@mail.house.gov). Please include your availability in your cover letter.
- MEM-090-15** Nevada Republican seeks an **intern** for Summer 2015. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include

greeting constituents, handling constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, receptions, and press events. Our office is looking for an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Applicants should have working knowledge of current events and policy topics, as well as a willingness to do assist with daily office tasks. Nevada ties strongly preferred. Interns must be able to commit a minimum of three full days a week (9:00am-6:00pm). Students welcome to apply. Those interested please send resume, cover letter, and references to [kelsey.wolfgram@mail.house.gov](mailto:kelsey.wolfgram@mail.house.gov).

**MEM-089-15** Progressive Maryland Democrat seeks qualified **interns** to join her District office for unpaid Constituent Services and Outreach internships during the Summer 2015 term.

Constituent Service Internship - Constituent Service Interns will work in the District office to assist Constituent Service Representatives. Responsibilities include assisting with constituent files, gathering information from federal agencies, and answering constituent calls. S/he will monitor congressional inquiries through online databases.

Outreach Internship - The Outreach Intern will work in the District office supporting the team with a variety of outreach projects and activities, including event planning, and advocacy communications. The Outreach Intern also conducts project research using the web and traditional sources such as booth set up at events. S/he helps develop several databases and lists of state, local/civic, and federal organizations and government agencies. S/he must monitor local and national media through print, online/blog and television news media. The Outreach Intern also responds to outreach-related initiatives and assists with general outreach efforts.

Ideal candidates for both positions will be detailed oriented, well organized, and able to conduct research. Interns should also possess strong written and verbal communication skills in a professional setting. Undergraduates and recent graduates of any major with ties to Maryland are strongly encouraged to apply. Please email a resume, cover letter stating your availability, and a brief and a one page writing sample by April 24th to [internship.md04@mail.house.gov](mailto:internship.md04@mail.house.gov).

**MEM-088-15** Progressive Maryland Democrat seeks qualified interns to join her Washington, D.C. office for an unpaid legislative **internship** during the Summer 2015 term. Applicants should have a familiarity with the legislative process and have a desire to learn while being a part of a hardworking team. Ideal candidates will possess strong writing and verbal communication skills, a demonstrated interest in

legislative issues, the ability to multi-task and conduct research, and an enthusiastic attitude. Interns will have the opportunity to assist staff with legislative and scheduling projects, attend briefings and hearings, draft memos, sort and distribute mail, and give Capitol tours. Candidates with Maryland ties are strongly encouraged to apply. Please email a resume, cover letter stating your availability, and a brief and a one page writing sample by April 24, 2015 to [internship.md04@mail.house.gov](mailto:internship.md04@mail.house.gov).

**MEM-087-15** The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **Press and Social Media intern** for the Summer of 2015. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism, possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Norton Press Internship" in the subject line to [william.washington@mail.house.gov](mailto:william.washington@mail.house.gov). No phone calls or drop-ins please.

**MEM-086-15** The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **intern** for the Summer of 2015. This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. The internship allows access to briefings and interesting events related to a wide range of important issues. Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process. To apply, please send a resume, three references, writing sample, and cover letter to [william.washington@mail.house.gov](mailto:william.washington@mail.house.gov), with the subject 'Norton Internship'. No phone calls or drop-ins please.

**MEM-085-15** A Democratic California Congressman is seeking one **intern** to join his Washington, D.C. team for a part- or full-time, unpaid internship starting immediately and ending in June with the possibility for extension. Candidates should be self-starters and able to exercise good judgment on a wide-range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail, along with a courteous demeanor are essential.

Main responsibilities include: assisting with scheduling, answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to

assisting staff with more complex legislative and press-related projects. Candidates with California ties, especially to the San Fernando Valley, and previous internship/work experience are strongly encouraged to apply. Please e-mail resume and cover letter in PDF format to [Intern.Resume@mail.house.gov](mailto:Intern.Resume@mail.house.gov).

- MEM-084-15** The office of Congressman Bill Johnson (R-OH) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for summer 2015. The internship will be broken down into two sessions, the first running from mid-May to early July and second from early July until late August. Candidates will only be allowed to participate in one session. Starting and ending dates are flexible depending on candidate's schedule. 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 constituent calls, leading tours of the U.S. Capitol, attending and summarizing briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred. If interested, please send a resume and cover letter to [intern.oh06@gmail.com](mailto:intern.oh06@gmail.com) with "2015 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.
- MEM-080-15** **Internship** opportunity available immediately in Congressman Bruce Westerman's office. The intern will interact with constituents, research legislation for the Member and legislative staff, attend hearings and briefings, answer constituent letters on various issues before the House, and other work to support the Member's office. Interested applicants should send a cover letter, resume, and writing sample to [Victoria.Bell@mail.house.gov](mailto:Victoria.Bell@mail.house.gov).
- MEM-079-15** Hawaii Democratic Office is currently seeking highly motivated summer **intern**. Successful candidates will be well-organized, hard-working and detail-oriented. Intern responsibilities will include, but are not limited to, assisting staff with legislative, administrative, constituent relations and press activities. Interns will answer and screen telephone calls, greet visitors, assist staff, attend hearing and briefings, lead Capitol tours and write legislative correspondence. Hawaii ties preferred. Email cover letter, resume, and references to: [hawaiidemocrat@gmail.com](mailto:hawaiidemocrat@gmail.com).
- MEM-077-15** Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for winter/spring 2015. 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 oriented and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to [kevin.rambosk@mail.house.gov](mailto:kevin.rambosk@mail.house.gov).

**MEM-075-15** Representative Rick Larsen (WA-02) is currently seeking a full-time **intern** to start mid-March with a flexible end date. Ideal candidates have excellent writing and research skills, a positive attitude, and a willingness to go above and beyond what is asked. 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 ties are preferred, but are not required. If interested, please send a resume, cover letter and a writing sample to [taylor.paquette@mail.house.gov](mailto:taylor.paquette@mail.house.gov). Please include "WA-02 Internship" in the subject line.

**MEM-073-15** Congressman Adam Kinzinger (IL) is looking for unpaid **interns** in his Washington, DC office to start immediately. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. Ideal candidates should have a strong work ethic, be energetic and engaging, and possess a positive attitude. Candidates with Illinois ties are encouraged to apply.

Please send resume and cover letter (with start date) to [internsIL16@gmail.com](mailto:internsIL16@gmail.com).

**MEM-071-15** The Office of Congressman Ami Bera (D-CA) seeks professional, dependable, and enthusiastic student or recent graduate for an unpaid congressional **internship** working closely with the administrative and legislative teams on a variety of tasks. Intern duties include, but are not limited to, answering phone calls, attending briefings and hearings, conducting tours of the Capitol building, researching legislation & drafting policy memos for the Congressman, writing constituent correspondence, and various day-to-day office tasks. Applicants should possess excellent written and oral communication, and proficiency in Microsoft Office programs. Sacramento, CA ties preferred. Internship to start mid-March or early April.

Please send resume and cover letter to [bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov).

**MEM-070-15** The Office of Congressman Ami Bera (D-CA) seeks professional, dependable, and enthusiastic student or recent graduate for an unpaid **communications internship** working closely with the communications team on a variety of tasks. Background/study in communications, journalism, public relations, or similar field preferred. Duties will include: drafting and posting web content and social media, drafting other written materials (constituent letters, memos, press releases, etc.), compiling daily press clips, answering office phones, and other administrative tasks as assigned. Sacramento, CA ties preferred. Internship to start mid-March or early April.

Please send resume, cover letter, and a short writing sample to

[bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov).

- MEM-068-15** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office from March through June. 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 strongly encouraged to apply. 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).
- MEM-067-15** The Republican office of the Committee on House Administration seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its full-time Summer 2015 **internship** program. 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. This is a paid internship. To apply, please send a cover letter, one page resume, and a writing sample to [CHAREP.Intern@mail.house.gov](mailto:CHAREP.Intern@mail.house.gov) with "2015 Summer Internship" in the subject line.
- MEM-066-15** 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. Candidate 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](mailto:nc12internjobs@gmail.com). Absolutely no phone calls or walk-ins. Minorities, LGBT and women encouraged to apply, North Carolina ties preferred but not required.
- MEM-064-15** Midwest Republican seeks full time hard working **intern** for immediate hire. 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](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred.

**MEM-060-15** The Washington, D.C. office of Representative Buddy Carter (GA-01) is currently seeking applicants for the remainder of the spring semester. **Internships** are available to qualified college students seeking college credit or recent college graduates. Positions are unpaid and serve to provide professional and educational value to participants as well as an understanding of our federal legislative process. Georgia ties are preferred, but they are not required. Responsibilities include but are not limited to: providing tours of the Capitol, answering phones, helping staff process constituents' mail and inquiries. Other responsibilities may include assisting staff with legislative research, writing meeting briefings, and attending committee hearings. Candidates should possess an interest in the legislative process, strong communication skills, along with a motivation and organization. If you are interested in being considered for an internship, please send your resume, cover letter, and any relevant writing samples to [Hart.Thompson@mail.house.gov](mailto:Hart.Thompson@mail.house.gov). No drop-ins please.

**MEM-057-15** Moderate Southern Democrat seeks applicants for part-time and full-time unpaid congressional **internships** in Washington, DC. Duties will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, assisting with day-to-day operations at the office, answering phones, leading tours of The US Capitol, running errands and performing basic administrative tasks. Candidates should possess superior written and verbal communication skills and an interest in learning the intricacies of the legislative process. Part-time interns will be expected to commit to at least two full day shifts (9:00am to 6:00pm) per week, Monday through Friday. Ties to Florida are preferred, though not required. Interested parties should submit a resume as well as two professional references to [FloridaDemResumeRepository@gmail.com](mailto:FloridaDemResumeRepository@gmail.com).

**MEM-055-15** Congressman Ron Kind (WI-03), a member of the House Ways & Means Committee, seeks full or part-time **interns** to start immediately in his Washington, DC office. Primary responsibilities include issue and legislative research, writing constituent mail, composing statements and press releases, administrative duties, and various other assignments. Washington, DC interns will have the opportunity to attend staff issue briefings and committee hearings to gain firsthand knowledge of how the legislative process works. The position is unpaid and interns are responsible for finding their own housing. Preference is for an individual who can work full-time from now through June but will also consider a flexible part-time schedule. Wisconsin ties are preferred, but not necessary. If interested, please send cover letter and resume to [alex.eveland@mail.house.gov](mailto:alex.eveland@mail.house.gov).

**MEM-053-15** The office of Congressman Ken Buck (CO-04) is seeking an **intern** to start

immediately. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, drafting correspondence, attending various briefings, providing research for the legislative staff, and assisting front office staff. Applicants should have strong conservative values, exceptional writing skills, strong communication skills, a committed work ethic, and have an interest in learning more about the legislative process. Interested candidates should email their resume to [Nicole.Kirsch@mail.house.gov](mailto:Nicole.Kirsch@mail.house.gov).

**MEM-050-15** Congressman Benishek from Michigan's First District seeks unpaid **interns** to fill positions for February through May 2015. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred. Please e-mail your cover letter, resume, and references to Samuel Grossman at [samuel.grossman@mail.house.gov](mailto:samuel.grossman@mail.house.gov).

**MEM-046-15** New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns** for the spring semester, preferably to begin in mid February and finish in late June. Interns will:

- Assist with office administrative tasks including, sorting incoming mail, greeting visitors, and answering the telephone.
- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes the residents of most of the Upper West Side, Lower Manhattan and sections of Brooklyn. Congressman Nadler serves on the Judiciary Committee and on the Transportation and Infrastructure Committee, where he is the highest ranking member from New York. He is the Ranking member of The Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please e-mail or fax a resume, brief cover letter, and 1-2 page writing sample to:

Email: [Janice.Siegel@mail.house.gov](mailto:Janice.Siegel@mail.house.gov)

Fax: 202-225-6923