



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
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

INTERNSHIP VACANCY LISTING

Week of January 21, 2020

MEM-018-20 The House Democratic Policy & Communications Committee (DPCC) seeks a Digital **intern** to begin in January.

Responsibilities include, drafting press materials, media monitoring, assisting with maintaining website and digital platforms, clipping videos, drafting digital content, and other duties assigned.

Candidates must be proficient in Adobe Creative Suite (Photoshop, Illustrator, Premiere, and After Effects) and have strong writing, organizational, and interpersonal skills as well as the ability to juggle multiple projects under tight deadlines.

Candidates should submit a resume, cover letter, graphic and video sample to dpcc@mail.house.gov with the subject line "DPCC Internship."

MEM-017-20 The Office of Congressman Denny Heck (WA-10) is seeking applicants for paid full-time or part-time Spring 2020 **internships** in Washington, D.C.

Responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, attending briefings and hearings, and helping conduct research for various projects.

Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Pacific Northwest ties highly preferred but not required. We encourage candidates from any academic background to apply.

Interested applicants should send a resume, cover letter, two references, and weekly availability to Noelle Gasper at noelle.gasper@mail.house.gov with “Spring 2020 Internship” in the subject line.

MEM-016-20 The Office of Congresswoman Pramila Jayapal (WA-07) is currently seeking full-time press **interns** for Spring 2020 in the Washington, D.C. office.

The Press Intern’s responsibilities include compiling daily news clips, monitoring media, drafting and editing press content, assisting in running press events or conferences, answering phones and answering constituent letters on various issues before the House. Interns may be eligible for a monthly stipend. Candidates should have excellent written and verbal communication skills and work well in a fast-paced environment.

Applicants should email a cover letter, resume, two one-paged writing samples, and three references to Amanda.Palleschi@mail.house.gov by close of business on Friday, January 24.

MEM-014-20 The House Foreign Affairs Committee Majority Staff is currently looking for a full-time **intern** for the Spring 2020 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision.

This internship is open to undergraduates (rising seniors and above), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply. Please note that this internship is unpaid.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include “HFAC Internship Application” in the subject line of the email.

MEM-010-20 The Office of Congressman Joseph Morelle (NY-25) is currently seeking full-time **interns** for Spring 2020 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 legislative projects. Interns are paid a monthly stipend. This 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. New York ties are preferred, but not required.

Interested applicants for immediate hire should send resume, cover letter and availability to ebony.majette@mail.house.gov

MEM-008-20 The Office of Congressman Doug Collins (GA-09) is looking for candidates for an **internship** in his Washington, D.C. office. We are looking for highly qualified candidates that are motivated, detail-oriented, personable, and have a passion for public service. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents visiting the office and on the phone.

Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. Responsibilities include answering the phone, researching and preparing policy memos, giving tours of the Capitol, assisting with constituent correspondence, supporting the communications staff among many other projects.

Qualifications:

- Current student or recent graduate interested in politics and gaining legislative experience
- Exhibits passion for politics, government, and/or any related policy areas
- Excellent verbal and written communication and interpersonal skills
- Ability to multitask independently, learn quickly, and demonstrate sound judgment
- Exhibits great attention to detail, punctuality, respect, and initiative
- Ability to work and contribute in a highly collaborative, team environment

Benefits:

- Working closely with the representative and Chief of Staff
- Observation of internal campaign operations and preparation for campaign and political jobs
- Opportunity to bolster organizational and communication skills
- Attend special events, political meetings, and congressional hearings
- Meals and snacks will regularly be provided at events and activities

Interested candidates should email a resume and cover letter to Raymond Sweney, at raymond.sweney@mail.house.gov

MEM-005-20 Southern Democratic Member of Congress seeks both full-time and part-time interns for their Spring 2020 **internship** in the Washington, D.C. office.

Responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, running errands, drafting constituent correspondence, and other tasks as assigned. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. No drop-ins or phone calls.

Please email nchousejobs@gmail.com with the subject line “Spring 2020 - Internship Application” and attach a resume, writing sample, and include information regarding your full-time or part-time availability. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

MEM-002-20 The office of Congressman Paul Mitchell (MI-10) is currently looking to hire full time, paid **interns** in our Washington, DC Office for the Spring 2020 semester. The internship runs from January to May but start/end dates are flexible. Looking for someone to start as soon as possible.

Responsibilities Include:

- Answering phones
- Sorting and distributing mail
- Giving Capitol tours
- Researching legislation for the Member and legislative staff
- Attending hearings and briefings
- Other projects as assigned

Qualified applicants should possess strong oral and written communication skills, an ability to multitask, and a desire to learn about the legislative process and other functions of a congressional office.

To apply, please email a PDF Resume and Cover Letter to Faieth.Mabry@mail.house.gov with the subject line “Spring 2020 Internship Application”. Please include dates available in your cover letter.

MEM-001-20 Congresswoman Carolyn B. Maloney (NY-12) is seeking Full or Part time **interns** for Winter/Spring 2020 in Washington D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, drafting constituent correspondence letters, performing legislative research, and various other tasks. District and New York ties are encouraged.

To apply, email a single PDF including your resume and cover letter to kelly.hennessy@mail.house.gov.

MEM-668-19 The Office of Congressman Jim Banks is hiring **interns** for the spring semester. Congressman Jim Banks represents Indiana's third Congressional District. Internships in his D.C. office are paid. Hours are flexible based on school schedules and semester calendars.

If you are interested in interning with Congressman Banks please email garrett.serstad@mail.house.gov. For more information, please visit our website at Banks.House.gov.

MEM-667-19 The House Democratic Caucus is now offering full-time digital **internships**. Ideal candidates should be hardworking and highly motivated recent college graduates with a demonstrated proficiency in social media, graphic design and video editing.

Responsibilities include, but are not limited to: assisting with social media and livestreaming, fulfilling digital requests from Member offices, photographing events and other relevant tasks in support of the digital team and the Democratic Caucus. Applicants should possess excellent writing skills, have an interest in political/government communications and be able to work in a fast-paced, demanding environment.

To apply, send a PDF version of your resume and a digital portfolio to DemCaucus.Digital@mail.house.gov that includes the following:

- Two examples of an original graphic design produced by the applicant
- Three original photographs produced by the applicant
- Three original social media posts regarding House Democrats
- Any other original sample content of the applicant's choice that demonstrates digital skills

Please include DIGITAL INTERN in the subject line. People of color, women and LGBTQ individuals are strongly encouraged to apply.

MEM-488-19 The Committee on Education and Labor, Majority is currently seeking undergraduate and graduate **interns** and fellows for spring of 2020. Specifically we are seeking general undergraduate interns, graduate and legal interns and fellows for the labor policy team, graduate and legal interns and fellows for the health policy team and graduate and legal interns and fellows for the oversight team. Interns perform a variety of tasks that support the staff in our legislative and media work.

Legislative tasks may include, but are not limited to: legislative 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. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips.

Applicants who are applying for graduate internships or fellowships should be able to demonstrate academic or professional exposure to the subject matter of the team to which they are applying. Fellows must be participating in an established fellowship program. Applicants should be able to start in January and commit through April/May.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov and indicate, in the subject line of the email, to which position they are applying.

Please also include ‘Spring 2020’ in the subject line. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <https://edlabor.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 1, 2019.

The Committee on Education and Labor is a legislative office within the U.S. House of Representatives. The Committee has jurisdiction over a broad array of child welfare, education and labor policy areas, including early childhood education, K-12 education, higher education, employer/employee relations, worker safety, and employer provided health care. Representative Robert C. “Bobby” Scott (D-VA) serves as Chairman.

MEM-416-19 The Democratic Staff on the House Education and Labor Committee seeks a health care **intern/fellow**. This position will work on the health team. Candidates should have familiarity with health policy, including the Affordable Care Act. Knowledge of other statutes and policies within the Committee’s jurisdiction and how they impact health and human services policy is preferred. Prior Hill experience or policy experience is also preferred.

Tasks will include supporting the development of legislation regarding health policy, conducting issue and legislative research, and preparing written materials and legislative analyses. Applicants should be available to start in September 2019 and commit through December 2019.

To apply, applicants must submit the internship applicant information form (<https://edlabor.house.gov/about/internships/form>), a resume and a short writing sample. The office is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.

Please email resume and writing sample to
E&L_Interns&Fellows@mail.house.gov with "Health Policy Intern/Fellow" in
the subject line.