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

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**INTERNSHIP VACANCY LISTING**

**Week of October 19, 2020**

**MEM-254-20** The Office of Congressman Mark Pocan (D-WI) is seeking a Full-time Virtual **Intern** to begin at the end of December or beginning of January.

While an intern will work mainly with D.C.-based staff, applicants can be located in the D.C./Maryland/Virginia (DMV) area OR in the Congressman's congressional district (WI-02) during their tenure.

Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to [Sydney.Scott@mail.house.gov](mailto:Sydney.Scott@mail.house.gov) with “Virtual Pocan Internship 2021” in the subject line.

Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

**MEM-252-20** The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Spring 2021. This is a paid position.

Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- \* Social media content development
- \* Compiling press clips
- \* Creating newsletters
- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to [GwenMoorePress.Moore@mail.house.gov](mailto:GwenMoorePress.Moore@mail.house.gov) with “Spring 2021 Press Internship” in the subject line.

We also recommend that applicants submit 1-3 sample graphics. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-250-20** The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Spring of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country’s legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal

opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, cover letter, and a brief writing sample to Caleb Kostreva at [internships.co04@mail.house.gov](mailto:internships.co04@mail.house.gov) with the subject line “Spring 2021 Internship.” Please send all attachments as PDFs.

**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](mailto: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.