



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 November 9, 2020

MEM-275-20 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy to apply for its paid, full-time spring 2020 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

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 phones, and providing support to all Committee staff.

To apply, please visit : <https://republicans-cha.house.gov/about/internship-application> and submit your application by December 4th. Please send any questions to CHAInternGOP@mail.house.gov

MEM-274-20 The Democratic office of the Committee on Science, Space, and Technology is currently accepting applications for a full-time paid **internship** for Winter 2021. This position will be a combination of telework and in-office work as safety and logistics permit.

Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Typical intern duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee's jurisdiction.

Candidates should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should apply at the following link: <https://science.house.gov/contact/internships>

Please no drop-ins or phone calls.

MEM-273-20 The Democratic Staff of the House Committee on Veterans' Affairs seeks full-time legislative or press **interns** for spring 2021.

Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, 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, fill out the online form at <https://veterans.house.gov/contact/internship> and submit a resume and cover letter to veterans.internships@mail.house.gov. Internships are unpaid and remote during the COVID-19 pandemic.

MEM-271-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring internship session. The start date could be as early as Dec 1 (flexible depending on availability) with a flexible end date. Internships are unpaid, but stipends can be discussed with a supervisor after the internship begins.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you're applying for a spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-270-20 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Spring 2020 session. The internship would begin in January and last until early May. Our specific dates are tentative on the release of the official House schedule.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns co-currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate or graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented and professional.

North Carolina ties are preferred but not required. The deadline to apply for the Spring Session is Sunday, November 22nd. Interested candidates should address their application materials to Collin Sabine at Interns.NC03@gmail.com.

Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

MEM-267-20 Conservative Colorado office is currently accepting applications for full-time **interns** for the spring 2021 internship session in the Washington, DC office. Colorado ties are preferred but not required. Flexible start date as early as

January with a flexible end date in May. Interns are paid a monthly stipend and have access to transit benefits.

Our interns are a valuable addition to our office operations and will be working with staff in a variety of tasks. Some tasks may include: greeting visitors in the front office, answering phones, and assisting with press and constituent mail.

If interested, please send a cover letter and resume to CO05internship@mail.house.gov with your availability.

MEM-266-20 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Spring 2021.

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, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns 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 Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

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 their resume and cover letter in one PDF titled “last name, first name, Spring 2021 GovOps” to Government.Operations@mail.house.gov with “Spring 2021 Internship Application” in the subject line.

No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

MEM-262-20 The Office of Congresswoman Gwen Moore (WI-04) is seeking a highly motivated part-time virtual **intern** for Spring 2021.

This is a paid internship. Qualified candidates will be dependable team players and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues.

This position's responsibilities include assisting with projects assigned from other staff members, data entry, and drafting correspondence. Interns will have the opportunity to attend Capitol Hill briefings, hearings, and other informative events that are available.

Interns will also have the ability to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample (2-3 pages), and dates of availability to WI04DC.Internships@mail.house.gov with "Spring 2021 Internship" in the subject line. 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-260-20 The Office of Congresswoman Lori Trahan (MA-03) is currently accepting applications for the Spring 2021 remote **internship** program.

The Washington, D.C.- congressional intern responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The Washington, D.C.- press intern will assist the driven press team. Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office. Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

The District Office- intern responsibilities include answering phones, answering constituent letters on various issues, assisting with resolving constituent casework, researching daily press clips, and drafting memos as needed. Interns will gain a comprehensive knowledge of Massachusetts' 3rd District, as well as the services the District Office provides.

Candidates for the spring internship program should be extremely motivated, flexible, and detail-oriented, with the availability to intern from the beginning of January into May. District or Massachusetts ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply.

The deadline for applications is November 15th. To apply, please complete the web form at <https://trahan.house.gov/forms/internships/> and email your Cover Letter (PDF) & Resume (PDF) to the following:

- D.C. Office-General Internship: Reecha Patel (Reecha.Patel@mail.house.gov)
- D.C. Office-Press Internship: David Todisco (David.Todisco@mail.house.gov)
- District Office Internship: Jack Brindisi (Jack.Brindisi@mail.house.gov)

Candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-259-20 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for remote **internships** for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting with drafting talking points and press releases, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time and part-time internship positions are available beginning in January 2021. To apply, please send a resume, cover letter, and brief writing sample to Ryan.Casman@mail.house.gov with the phrase "Internship Application" in the subject line.

Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-257-20 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for spring 2021. 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 (January-April). 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.
- Attend 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

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

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 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 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-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.