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

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

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Job Line: 202-226-4504

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**INTERSHIP VACANCY LISTING**

**Week of October 16, 2017**

**MEM-373-17** Congressman Ruben Kihuen (NV-04) is seeking full- or part-time unpaid **interns** in his Washington, D.C. office to start immediately. Applicants must be available from mid-November 2017 to mid-January 2018. Interns will work in a fast-paced congressional office and gain valuable exposure to the legislative process. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, compiling daily news clips, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess a positive attitude, excellent written and oral communication skills, and be able to work independently and within a team. Interested applicants should send their resume to [NV04.Internship@mail.house.gov](mailto:NV04.Internship@mail.house.gov).

**MEM-372-17** Senior Republican Appropriator is seeking full and part-time **interns** for the winter in our DC office. Interns engage in a variety of tasks, and their responsibilities are assigned based on interests, capabilities, and the needs of the office. Interns will have the opportunity to hone their legislative research and writing skills and work on projects with senior legislative staff; attend hearings and briefings on Capitol Hill; assist with media/communications tasks and gain proficiency in IQ; and participate in our office's top priority, constituent outreach, by leading tours, greeting visitors, and answering phones. Exceptional

interns in the past have received opportunities to write constituent letters and contribute to constituent and staff meetings on and around Capitol Hill with various VIPs. If you are interested in applying for one of the most robust internship programs on the Hill, please submit a cover letter including the reason you would like an internship in our office, your résumé, two writing samples, and references to [NE01internships@gmail.com](mailto:NE01internships@gmail.com).

**MEM-371-17** The office of Congressman Bill Shuster (PA-09) is currently accepting applications for spring **interns**. Candidates should be a self-motivated, team player that is ready to work in a fast-paced environment. Duties include, but are not limited to: opening mail, answering phones, constituent correspondence, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects. The ideal candidate will be a hard-working, detail oriented professional with strong oral and written communication skills. Pennsylvania and district ties are preferred, but not required. Although this position is unpaid, we will work with the student to fulfill requirements for school credit programs. Interested candidates should email [PA09jobs@gmail.com](mailto:PA09jobs@gmail.com) with a resume and a cover letter.

**MEM-369-17** The office of Representative Doug LaMalfa (CA-01) seeks full-time **interns** in his Washington, DC office for the 2017 Winter session, starting as early as November 28th. Ideal candidates possess strong written and verbal communication skills, organizational skills, an attention to detail, and a positive attitude. Main responsibilities include overseeing tour and flag requests, giving tours, attending briefings, helping with graphic design, processing mail and letters, assisting with constituent correspondence, and helping with other office duties. California ties are preferred, but not required. Interested candidates should send a cover letter and resume to [Courtney.bradway@mail.house.gov](mailto:Courtney.bradway@mail.house.gov).

**MEM-366-17** The Office of Congressman Jeff Fortenberry (NE-01) is accepting applications for a motivated and hardworking Capitol Hill **intern** in our Washington, DC office. The internship is full-time and unpaid with room for growth.

Interns are responsible for politely greeting front office guests, professionally answering calls, enthusiastically leading Capitol Tours for Nebraskans, assisting the scheduler and staff assistants with administrative office duties, and assisting the communications team with special projects. Ideal candidates will have a strong work ethic and thrive in fast-paced environments. Ideal candidates will have strong attention to detail, strong writing abilities, and enthusiasm for the political process and congressional operations.

Interested applicants should send a resume with references and writing samples, a cover letter addressed to the Congressman detailing why you want to work for him, and the ideal start and end date with the subject line "Fortenberry Internship" to [Diana.Shin@mail.house.gov](mailto:Diana.Shin@mail.house.gov). Nebraska ties strongly preferred.

**MEM-363-17** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Spring 2018 semester in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative 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. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line “Spring 2018 Internship” to Nick Vargish at [nick.vargish@mail.house.gov](mailto:nick.vargish@mail.house.gov).

**MEM-362-17** Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internships**.

Candidates should possess a strong interest in the legislative process. Strong oral and written skills and close attention to details are imperative. Interns are considered an integral part of the team and will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities will include conducting legislative research, drafting memos and responses to letters from constituents, assisting constituents and visitors to the office, and attending briefings and hearings. Congressman Hastings supports students requesting credit for their internship through their school or university. Please e-mail a resume, cover letter, writing sample and dates of availability to [internship.alhastings@mail.house.gov](mailto:internship.alhastings@mail.house.gov) with "2017 Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-361-17** Democratic Member of Congress seeks applicants for full or part-time unpaid congressional **interns** for Fall 2017 and Spring 2018. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and administrative tasks. Interns will have the opportunity to attending meetings, hearings, and briefings to remain informed about current legislative issues. Candidates must exhibit strong writing and communication skills. New York and Brooklyn ties are ideal. Please send your resume and cover letter to [ResumeNY@mail.house.gov](mailto:ResumeNY@mail.house.gov).

**MEM-360-17** The House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific is seeking candidates for an **internship** with the Republican majority. Undergraduates, graduate, and recent graduates with a demonstrated interest in U.S. policy towards the Asia-Pacific will be considered. The internship will be full-time.

The Subcommittee intern is expected to be motivated and entrepreneurial, a strong writer and communicator, detail oriented, and able to produce high quality work products under time constraints. Daily duties will include, but are not

limited to, conducting background research, database maintenance, fact checking, content editing, and proofreading. The intern will also assist with the preparation and execution of subcommittee hearings, which will include conducting research and analysis, organizing documents for staff and members, and assisting staff in the hearing room.

Proactive interns will be able to take advantage of this opportunity to enhance their knowledge of Asia policy and professional life on Capitol Hill by participation in hearings, briefings, and meetings, as well as other opportunities. Interns are expected to demonstrate a high level of professionalism and reliability. All internships are uncompensated, but staffs are happy to support interns seeking class credit for their work.

Information about the subcommittee's membership and recent activities can be found at <http://foreignaffairs.house.gov/subcommittees/asia-and-pacific>.

Interested candidates should send a resume and a cover letter explaining their interest in the subcommittee's work, qualifications for the position, and hours of availability to [hfac.asia.internship@gmail.com](mailto:hfac.asia.internship@gmail.com).

Compensation: Unpaid

Citizenship: U.S. Citizenship is required

**MEM-359-17** The Office of Congressman Tom MacArthur (NJ-03) is currently seeking full or part-time spring **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: assisting in constituent services, attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. New Jersey ties are preferred, but not required. Interested candidates should complete the application at <https://macarthur.house.gov/>. No phone calls or drop-ins, please.

**MEM-357-17** Louisiana Republican Congressman Ralph Abraham (LA-05) is seeking motivated and hardworking **interns** to fill positions for the immediately. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Candidates should possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. 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. Louisiana/Southern ties are a plus but not required. If you are a student we are happy to work with your college or university to arrange for academic credit. Please send a résumé and cover letter in PDF form to [LA05.Intern@mail.house.gov](mailto:LA05.Intern@mail.house.gov) with "Internship" in the subject line.

**MEM-356-17** The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks highly motivated full or part-time **intern** for Fall 2017, available to start in October. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Internships are unpaid, but arrangements may be made to earn academic credit. Interns will also participate in professional development activities within the office.

Please send a resume, cover letter, three professional references and a brief writing sample to [OR04.InternCoordinator@mail.house.gov](mailto:OR04.InternCoordinator@mail.house.gov). Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

**MEM-351-17** The office of a New York Congressman seeks an unpaid **press intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and three writing samples. Please submit all inquiries with the subject "Press Internship" to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).

**MEM-350-17** The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** to fill Fall and Spring positions. Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, attending briefings, conducting legislative research and performing other administrative tasks as necessary. California ties are a plus.

Please send a resume, cover letter and dates of availability to [Robert.Clark@mail.house.gov](mailto:Robert.Clark@mail.house.gov) with "Internship" in the subject line.

**MEM-348-17** Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent

writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to [CO01.scheduler@mail.house.gov](mailto:CO01.scheduler@mail.house.gov).

**MEM-347-17** The Office of Congressman Tom O'Halleran (D-AZ) is seeking **interns** to join his Washington, D.C. office for the spring 2018 semester.

Interns will have the opportunity to actively follow the legislative process by attending hearings and briefings, and conducting legislative research on behalf of the legislative team. They will work alongside a robust legislative staff to provide constituent services by drafting constituent correspondence, composing memos, answering phone calls and inputting constituent mail. Interns are encouraged to explore their legislative interests and capitalize on the numerous unique opportunities available on the Hill.

Intern Responsibilities include:

- Legislative research
- Attending hearings and briefings
- Inputting and organizing constituent communication
- Drafting constituent correspondence
- Guiding tours of the Capitol
- Answering phones and general office duties

Qualified candidates will process a strong interest in policy or communications. They will be self-starters with robust writing and oral skills, as well as a friendly demeanor. Internships can be full or part time, with the opportunity to earn academic credit. Interested candidates should email a resume and cover letter indicating availability to [Maggie.oleary@mail.house.gov](mailto:Maggie.oleary@mail.house.gov). Spring semester candidates should submit their applications by November 1st, 2017.

**MEM-345-17** The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns**. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to [Drew.Nirenberg@mail.house.gov](mailto:Drew.Nirenberg@mail.house.gov).



**MEM-344-17** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2017. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. *Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) with “Fall Congressional Internship” in the subject line.*

**MEM-341-17** The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Spring 2017 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the mail that the office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at [www.jones.house.gov](http://www.jones.house.gov) by November 1st, 2017.

**MEM-340-17** The Republican staff of the Committee on Oversight and Government Reform of the House of Representatives seeks candidates for law student, graduate student, and undergraduate student **internships** for fall 2017. Interns will have the opportunity to participate in substantive work on investigations and legislation, attend hearings and briefings, and participate in an intern education program. Undergraduate interns will also rotate through assisting in the front office on a recurring basis.

Fall internships are available immediately and typically run through the middle of December, although specific dates will be determined a case-by-case basis. Interns must be available at least three days a week, and preference will be afforded to those available full time.

The strongest candidates will exhibit an excellent work ethic, discretion in working on confidential matters, and be enthusiastic and knowledgeable about the Committee’s work.

Interested candidates should submit a resume and cover letter detailing their interest in the position to [Cameron.Connor@mail.house.gov](mailto:Cameron.Connor@mail.house.gov) and [Michael.Watson@mail.house.gov](mailto:Michael.Watson@mail.house.gov). Graduate students and law students are encouraged to include an unedited writing sample.

**MEM-338-17** The House Committee on Oversight and Government Reform Democratic Staff is seeking a motivated and reliable **digital intern** to fill a fall position. This is an excellent opportunity to those who are interested in digital design, social media, technology, and the congressional process. Intern responsibilities include, but are not limited to, content creation, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs, CMS, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. Please send a résumé and portfolio to [Oversight.Democrats@mail.house.gov](mailto:Oversight.Democrats@mail.house.gov), with “Digital Intern” in the subject line.

**MEM-337-17** The Office of Representative Jason Lewis (MN-02) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2017 in his district office in Burnsville, MN. In the district office, interns may be asked to carry out a variety of duties including day-to-day office work such as answering phones, writing letters, and assisting with constituent intake. In addition, interns may be assigned to assist with constituent casework or work on district-based projects of importance.

Strong candidates will be motivated, meticulous, and eager to learn. Internships can be part-time with flexible hours to accommodate student course schedules. Internships are unpaid, but academic credit may also be available based on the candidate’s academic institution. Interested candidates should email a resume and cover letter to [angela.sedlacek@mail.house.gov](mailto:angela.sedlacek@mail.house.gov).

**MEM-336-17** The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to [hannah.cooke@mail.house.gov](mailto:hannah.cooke@mail.house.gov). No phone calls or drop-ins, please.

**MEM-325-17** The office of Congressman Buchanan is seeking full time **interns** for an immediate start as well.

Potential candidates should possess the following



- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn

Please email your resume and available start date to [lewis.plush@mail.house.gov](mailto:lewis.plush@mail.house.gov).

#### About our program:

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Interns will assist staff with daily office functions, constituent mail and phone calls, and also take on projects for the legislative staff. Interns will also work on a policy proposal under the guidance of staff and will deliver their policy proposal to staff at the end of their internship. Interns will also have the chance to attend briefings independently and on the behalf of staff. At the end of the internship, interns will have a firm understanding of how Capitol Hill works, a bespoke policy proposal, and full understanding of how the legislative process works.

**MEM-268-17** Congressman John Conyers, Jr. (MI-13), Dean of the House of Representatives, Ranking Member on House Judiciary Committee, and longtime advocate for Dr. Martin Luther King, Jr.'s vision of "Jobs, Justice, and Peace," seeks full-time or part-time unpaid **interns/fellows** with interest and/or background in macroeconomic policy, in particular a focus on promoting a full employment economy (see [goo.gl/QP5xLV](http://goo.gl/QP5xLV)); AND/OR interest and/or background in international relations and a deep commitment to promoting de-escalation of conflict abroad through diplomatic engagement. While absolutely not required, grassroots advocacy experience, web design skills, foreign language skills (particularly Spanish, Haitian Creole, Portuguese, Arabic, Russian, or Korean), and/or graduate degrees in a relevant field are preferred. The position will include significant research, writing, event planning, and creative thinking to advance Congressman Conyers' agenda. This is a policy-oriented position -- administrative tasks will be kept to a minimum. To apply, send a resume and brief cover letter (and, if possible, a brief writing sample on a relevant topic), highlighting your passion, relevant experience, and potential work availability to [JobsJusticePeace2017@gmail.com](mailto:JobsJusticePeace2017@gmail.com). Women, minorities, immigrants, individuals with disabilities, individuals from economically disadvantaged backgrounds, and veterans are strongly encouraged to apply. If you are not sure whether you are qualified, but are interested, please do not hesitate to apply.