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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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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of February 25, 2019**

**MEM-110-19** The office of Congresswoman Kendra Horn (OK-05) is currently accepting applications for our **internship** program. We are looking for a highly motivated, personable and professional interns. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, attending briefings and supporting staff as needed. Our interns are provided with first hand experiences and gain invaluable insight into the legislative process, the importance of casework and the value of constituent and community outreach.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail, have a strong work ethic and works well on a team. Successful candidates would spend 25-40 hours per week interning in the DC office. Oklahoma ties a plus. Women and minority candidates are particularly encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age.

To apply, please send a cover letter, a resume, list of references and availability with the subject line “Internship Application” to [victoria.bautista@mail.house.gov](mailto:victoria.bautista@mail.house.gov) or if you have any further questions.

**MEM-107-19** Capitol Hill **internships** provide valuable opportunities for college students and new graduates to experience our nation's legislative process first hand. The majority of current Hill staffers, from chiefs of staff to legislative assistants, started off as personal office and committee interns.

Representative Mark Amodei (NV-02) offers the opportunity for college students and recent graduates to participate in internships in his Washington, D.C. office. Successful candidates must have excellent organizational, personal, writing and communication skills. Nevada ties are a plus, but are not required. Special consideration will be given to applicants from Nevada’s 2nd Congressional District or students attending institutions of higher education in Nevada.

Internships can be a great opportunity to learn the legislative process, experience life in Washington, D.C., and see how your government works. Responsibilities include answering phones, providing constituents tours of the U.S. Capitol, legislative research, assisting the communications director, and aiding staff for special projects as needed. Interns will also have the opportunity to attend committee hearings, briefings, and staff meetings. This rewarding experience offers students and recent graduates the opportunity to learn about and contribute to the day-to-day operations of a Congressional office. Furthermore, full-time interns may have the opportunity to receive a monthly stipend.

Currently seeking interns for:

Spring: March - May

If you are interested in interning in our Washington, D.C. office, please submit your resume and cover letter to Congressman Mark Amodei’s intern coordinator at: [Jessica.Kleitsch@mail.house.gov](mailto:Jessica.Kleitsch@mail.house.gov)

**MEM-106-19** The Office of Congressman Mark Pocan (D-WI) is seeking full-time **Interns** in our Washington, D.C. office to begin in May. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, 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 oral and written communication skills, and are committed to public service. Wisconsin ties are a plus! Candidates of all backgrounds are encouraged to apply. To apply, please submit a form on our website at: <https://pocan.house.gov/services/internships/congressional-internship-application> or send a resume, cover letter, and a brief writing sample to [Sydney.Scott@mail.house.gov](mailto:Sydney.Scott@mail.house.gov) with "2019 Pocan Summer Internship" in the subject line. Applications will be reviewed on a rolling basis.

**MEM-105-19** Congressman Alcee L. Hastings (FL-20) is seeking enthusiastic and highly motivated applicants for a full or part-time unpaid **internship** for Spring 2018. The internship is scheduled to run during March through May/June, depending on the availability of the applicant.

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 "2018 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-101-19** The House Foreign Affairs Committee Majority Staff is currently looking for full-time **interns** to start **immediately** for the Spring 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.

If you would like to be considered for an internship please submit a resume and cover letter to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include “Spring 2019 Internship” in the subject line of the email.

**MEM-099-19** “Washington, D.C. — Congresswoman Veronica Escobar (TX-16) is seeking a professional, dependable, and enthusiastic student or recent graduate for an unpaid communications **internship** working closely with the press team on a variety of tasks. Duties will include drafting and posting Committee web content and social media, basic photography, drafting press releases and statements, press list maintenance, compiling and distributing daily press clips, media monitoring, and other communications and administrative tasks as assigned. Communications, journalism, public relations, public affairs, or political science majors and recent graduates preferred. Prior communications intern experience a plus.

Please send a resume, brief cover letter, and one short writing sample to [carlos.murillo@mail.house.gov](mailto:carlos.murillo@mail.house.gov)”

**MEM-098-19** The Republican staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. The dates of the internship will be March 1, 2019 through May 31, 2019. We are seeking individuals who are dependable, politically conservative, professional, and who have a strong work ethic and positive attitude. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). These materials should be in PDF format. Please visit [republicans-budget.house.gov](http://republicans-budget.house.gov) for the application and more information.

**MEM-094-19** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Summer 2019 session. Tasks include answering the phones, handling incoming and outgoing mail, addressing constituent concerns, attending briefings and supporting legislative staff as needed. Serving as an intern in a Congressional office is an exciting opportunity! Our interns are provided with first hand experiences and gain invaluable insight into the legislative process, the importance of casework and the value of constituent and community outreach.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail, media relations experience and digital media expertise. Successful candidates would spend 25-40 hours per week interning in the DC office. Maryland ties a plus.

To apply, please send a cover letter, a resume, list of references and availability to [employment@mail.house.gov](mailto:employment@mail.house.gov). If you have further questions, please call the Intern Coordinator at (202) 225-4016.

**MEM-093-19** The House Committee on Oversight and Reform Majority Staff are seeking motivated and reliable digital **interns** to fill positions in the spring, summer, and fall. Intern responsibilities include, but are not limited to, content creation, website maintenance, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. To apply, please fill out all the fields in the following form with “Digital” as the internship type : <https://oversight.house.gov/about/internships-and-fellowships>.

**MEM-091-19** The House Committee on Oversight and Reform Majority Staff seek detail-oriented students or recent graduates with a passion for communications to fill press **intern** positions in the spring, summer, and fall. The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. This position reports to the deputy press secretary and broader communications team. Candidates of all backgrounds are encouraged to apply. To apply, please fill out all the fields in the following form with “Press” as the internship type: <https://oversight.house.gov/about/internships-and-fellowships>.

**MEM-089-19** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for **legislative and press internships** in Washington, DC. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to:  
Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading Capitol tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation,

drafting constituent correspondence on a variety of issues, and other duties as necessary.

For Press Interns:

Intern would support Communications Director by drafting written materials such as press releases, creating graphics for social media, tracking media coverage, and assisting with media inquiries and research. Successful candidates will have an interest in politics, communications, and new media, with excellent written communication skills.

If you are interested in a press internship, please include a short writing sample with your application.

Full-time and part-time internship positions are available beginning in May, 2019. To apply, please send a resume and a cover letter to [Ryan.Casman@mail.house.gov](mailto: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-088-19** The Republican staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. The dates of the internship will be March 1, 2019 through May 31, 2019. We are seeking individuals who are dependable, politically conservative, professional, and who have a strong work ethic and positive attitude. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). These materials should be in PDF format. Please visit [republicans-budget.house.gov](http://republicans-budget.house.gov) for the application and more information.

**MEM-087-19** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a paid **internship**. 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. Background in science is a plus. To apply, please send your resume and cover letter to [house.science.committee@mail.house.gov](mailto:house.science.committee@mail.house.gov)

**MEM-086-19** Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for Summer 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to [Chandler.Mason@mail.house.gov](mailto:Chandler.Mason@mail.house.gov) with the subject line "Summer 2019 Internship."

**MEM-080-19** The Office of Congresswoman Eleanor Holmes Norton is currently accepting applications for our **internship** program. Potential candidates should be interested in gaining congressional work experience in Congresswoman Norton's Capitol Hill Office and must be able to work full or close to full time.

Responsibilities of congressional interns include, but are not limited to, answering telephones, opening and sorting mail, giving Capitol tours to constituents, tracking legislation, attending community events, assisting with constituent casework, coordinating press-related activities, attending hearings, and preparing constituent correspondence. These tasks give interns valuable, direct interaction with the inner workings of Capitol Hill and the legislative process.

If you would like to be considered for an internship in Congresswoman Norton's office, please submit a cover letter, resume, and writing sample to [Marquis.Woods@mail.house.gov](mailto:Marquis.Woods@mail.house.gov), with "Norton Internship" in the subject line of the email.

**MEM-075-19** The Democratic Staff of the Committee on Science, Space, and Technology is currently accepting applications for full-time **interns** for Spring 2019. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Candidates should be detail oriented, possess strong oral and written communication skills, be able to multitask, and work well in a fast-paced environment. Interested applicants should apply at the following link:



<http://democrats.science.house.gov/internships>

No calls or drop-ins, please.

**MEM-074-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB March 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov).

**MEM-073-19** “The office of Congressman Jim Costa (D-CA) is currently seeking an unpaid **Intern** for the Spring Semester. This is an excellent opportunity for college students or recent graduates who want Hill experience. Interns will be expected to assist legislative staff, while also performing administrative tasks such as answering phones, sorting mail, etc. Individuals who are motivated dependable, and have good communication skills are encouraged to apply. Potential schedules may be determined upon interview, but a minimum commitment of 32 hours per week is requested; the position will begin on March 8th.

Qualified candidates must be friendly, organized, and responsible, possess the ability to multi-task and a good sense of humor is always a plus. California ties are preferred but not required. Women and minorities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Please send your resume, cover letter, a writing sample (no more than 3 pages), and your dates of availability to [californiamoderate@gmail.com](mailto:californiamoderate@gmail.com). “

**MEM-071-19** The House Democratic Caucus is seeking a full-time press **intern** to begin immediately. Successful applicants will be energetic, highly motivated and have a demonstrated interest in press and political communications. Interns will be directly engaged with Caucus press work and will perform a variety of essential duties. Responsibilities include, but are not limited to, assisting with press clips, building out press contact lists, drafting media advisories and press releases, transcribing interviews and supporting other team projects as necessary. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills and be able to problem solve and



multitask. Proficiency in Spanish is a plus as well as experience in press operations and the congressional process.

Eligibility: All undergraduate-level students as well as recent graduates are eligible to apply.

**Application Requirements:**

- Resume
- Cover Letter
- 2 writing samples (approximately 1-2 pages)

Deadlines: Applications are accepted on a rolling basis.

Please send completed application materials via e-mail to:

[CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov)

**MEM-068-19** The Republican staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. The dates of the internship will be March 1, 2019 through May 31, 2019. We are seeking individuals who are dependable, politically conservative, professional, and who have a strong work ethic and positive attitude. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). These materials should be in PDF format. Please visit [republicans-budget.house.gov](http://republicans-budget.house.gov) for the application and more information.

**MEM-063-19** The Washington, D.C. office of Congressman John Rose (TN-6) is currently seeking candidates for full-time or part-time **internships**. Interns will learn about the legislative process from a knowledgeable and dedicated legislative team. Intern responsibilities include conducting Capitol tours, answering phones, assisting staff with legislative research projects, and attending congressional committee hearings. Interns can also expect to be assigned special projects as directed by senior staff. Tennessee ties are preferred. Please send your resume, and cover letter to [Zachary.Colona@mail.house.gov](mailto:Zachary.Colona@mail.house.gov).

**MEM-023-19** The office of Congressman Pete Stauber MN-08 is seeking qualified **intern** applicants for both Spring and Summer of 2019. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Full time interns are preferred but we will accept applicants that wish to work part-time as well. Minnesota ties are preferred but not required to apply. If you are interested send a 1 page cover letter and resume to [sam.kaardal@mail.house.gov](mailto:sam.kaardal@mail.house.gov) with “Spring/Summer Internship Application” as the subject. If you would like to learn more about Congressman Stauber you can visit his website.

**MEM-021-19** The Office of Congressman Matt Gaetz (R-FL) is seeking **interns** for the spring semester in Washington, DC office. Although all internships in all offices are unpaid, students gain invaluable work experience. Our interns' responsibilities are varied but substantive. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, run errands, and answer constituent letters on various issues before the House. Congressman Gaetz serves on the Armed Services Committee, Judiciary Committee, and the Budget Committee. Interns will be able to get a broad perspective of these issue areas and the federal government in action. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works. Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment. Please apply by emailing your resume and a cover letter to [alexis.dejarnette@mail.house.gov](mailto:alexis.dejarnette@mail.house.gov)

- MEM-010-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB March 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov).
- MEM-008-19** The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming spring semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants 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. Please send a resume, cover letter and dates of availability to [PA13.Jobs@mail.house.gov](mailto:PA13.Jobs@mail.house.gov) with "Your Name – DC Internship Application" OR "Your Name – DISTRICT Internship Application" in the subject line. Please note which office you will be applying with in the subject line.
- MEM-001-19** Rep.-elect Antonio Delgado (NY-19) is seeking applicants for a full-time press **internship** for Winter/Spring 2019. Applicants will ideally be available to work from 8:30 am - 4:30 pm Monday-Friday. Responsibilities will include tracking press coverage, monitoring and drafting social media content, updating and maintaining press contact lists, writing press releases, and other research duties as needed. New York ties are a plus. Please send your resume and cover letter with the subject line "Press Internship" to [pressresumesny19@gmail.com](mailto:pressresumesny19@gmail.com) as soon as possible, but no later than close of business on Tuesday, January 8th.
- MEM-514-18** The Democratic Staff of the Committee on Science, Space, and Technology seeks a Communications **Intern** to assist with the Committee's press operations. Additionally, this intern will be critical to the daily operation of the office and assist with standard administrative duties. The ideal candidate will be detail-oriented, creative, able to work under tight deadlines, reliable, and have excellent

writing and communications skills. Familiarity with social media is strongly desired.

This is a paid, full-time position. Please send resume, cover letter, and writing sample to [sstdeminterns@mail.house.gov](mailto:sstdeminterns@mail.house.gov) with “Communications Intern” in the subject line. No calls or drop-ins please.

**MEM-359-18** The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and **fellows** for the Spring of 2019. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the labor policy 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 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 [jobs\\_ewdems@mail.house.gov](mailto:jobs_ewdems@mail.house.gov). 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 <http://democrats.edworkforce.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 2, 2018.

**MEM-316-18** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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 preferred. 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).





