



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of February 5, 2018

MEM-043-18 House Armed Services Committee Member seeking **defense fellow**.

Rep. Marc Veasey is seeking a highly motivated individual to assist with a legislative portfolio that includes defense, veterans, and intelligence issues. Responsibilities include preparing and staffing the Member for House Armed Services Committee hearings, managing developments for the National Defense Authorization Act, researching and advising the Member and staff on bills and other issues, and representing the Member in meetings and events.

Texas's 33rd Congressional District is home to a great amount of the defense industrial base and has a large population of veterans as well as many of the largest VA Health Care systems in the country. Applicants should have strong communication skills and be excellent independent workers with positive attitudes. Candidates with strong backgrounds in national security issues or prior military service are preferred. This position is unpaid.

Interested candidates should send their resumes to
Ashley.Hayes@mail.house.gov.

MEM-042-18 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 Summer 2018 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 constituent flag request our 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 by March 15th.

MEM-040-18 The Office of Congressman Ralph Norman (SC-05) is seeking hardworking **interns** for the Spring and Summer of 2018. Interns duties will include conducting legislative research, assisting with front office operations, helping with constituent relations, and conducting Capitol tours. Interns will have the opportunity to learn from staff about the day-to-day operations of a congressional office.

Ideal candidates must be detail-oriented, professional, hardworking, creative, and able to work in a fast-paced environment. Although South Carolina ties are preferred, they are not required. This internship is unpaid. If you have any candidates or students that you feel fir this description, please send their resume to jake.hilkin@mail.house.gov.

MEM-039-18 Congressman John P. Sarbanes, a member of the Health Subcommittee on the House Energy & Commerce Committee, is seeking a **fellow or intern** to focus primarily on health policy. Responsibilities include monitoring and analyzing legislation, providing research and support in advance of hearings and markups, meeting with advocates and stakeholders and attending briefings, hearings and other related meetings and events as well as some administrative tasks. Ideal candidate would be a graduate student or recent graduate with an advanced degree in public health, public policy or political science or someone with an interest in health policy or experience in a health care related field. Preference is for an individual who can work a minimum of 25-30 hours/week. This is an

unpaid position but offers a unique opportunity to gain a thorough understanding of how health care policy is developed. To apply, please send a resume and cover letter to Dvora Lovinger at dvora.lovinger@mail.house.gov.

MEM-036-18 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Summer semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to caleb.baca@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-035-18 The office of Representative Doug LaMalfa (CA-01) seeks a full-time **intern** in his Washington, DC office starting immediately. 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 Kathleen.devlin@mail.house.gov.

MEM-034-18 The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks highly motivated full or part-time **interns** for Spring 2018, available to start in early February. Internship will last into May. 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 with the subject "Spring 2018 Internship". Applicants with part time schedules should include what days/times they are available during the week. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

- MEM-033-18** The Washington D.C. Office of Congresswoman Nanette Diaz Barragán is seeking enthusiastic and highly motivated **interns** for Winter and Spring 2018 – January through May. Ideal candidates will be professional, dependable, and possess strong writing and communication skills. Responsibilities include assisting staff with front office operations, conducting legislative research, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending committee briefings and hearings, and learning about the day-to-day operations of a congressional office. This position is unpaid. Ties to Southern California and strong sense of humor preferred, but not required. Please email resume and cover letter to Ricardo.Pacheco@mail.house.gov.
- MEM-030-18** The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Spring 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence 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. Our internship program begins in January until the end of May. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line “D.C Spring 2018 Internship” to fl.demresume@gmail.com. Florida ties are a plus, but are not required.
- MEM-029-18** Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Positions are available starting immediately, and applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.
- Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.
- This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a

resume and cover letter to CA34.internship@mail.house.gov with “Internship Application” in the subject line.

MEM-028-18 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for three summer sessions in the Capitol Hill office. The summer session dates are May 14- June 15, June 18- July 20, and July 23- August 24. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia’s First Congressional District are preferred but not required. Interested candidates should e-mail their resume and cover letter to katie.mazzola@mail.house.gov before February 25, 2018. Please specify which summer sessions you are available to intern.

MEM-026-18 California Democrat is seeking hardworking **interns** for the Spring 2018 internship session to begin in March 2018. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, resume and availability to bera.resume@mail.house.gov.

MEM-022-18 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Spring 2018 **internship** program in Washington, DC. Intern responsibilities include greeting constituents, drafting constituent correspondence, assisting the Communications Director with various projects, attending briefings and writing memos for legislative staff, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for learning. Ties to Maryland strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability with the subject line “Spring 2018 Internship” to Lucy Shaw at Employment@mail.house.gov.

MEM-021-18 Congressman Walker is currently seeking hard-working **interns** in his Washington, D.C. office for the Spring 2018 semester. Interns will work closely with Congressman Walker's staff and constituents while learning the procedures of the United States Congress and about issues affecting North Carolina. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Interested candidates should send a current resume and cover letter to NC06.Internship@mail.house.gov.

MEM-020-18 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 spring 2018 and summer 2018. 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.

Spring internships are available immediately and typically run through the middle of April, 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 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 Michael.Watson@mail.house.gov and Robert.Brooks@mail.house.gov. Graduate students and law students are encouraged to include an unedited writing sample.

MEM-017-18 Mid-Atlantic member seeks a **press intern** to begin immediately in the Washington, D.C. office. The role of the press intern is to help support the Communications Director in day-to-day tasks in the press shop, from special projects to copy editing to assisting with digital communications. This is an unpaid internship, but is an excellent opportunity for students seeking academic credit.

Responsibilities include:

- Research to support office communication and legislative efforts;
- Compile daily clips;
- Draft social media, newsletters and other written communication;

- Manage and update press lists;
- Attend briefings and press events;
- Answer phones and log constituent mail;
- Give Capitol tours and;
- Assist with general office duties.

Requirements and expectations: Ideal candidates must be strong writers, possess acute attention to detail, have a thorough understanding of all social media and digital platforms and be able to work quickly and efficiently. Graphic design skills, relevant course work, and/or experience in media are appreciated.

Applicants should have a working knowledge of current events, policy subjects and issues affecting the Mid-Atlantic region. Interested candidates should submit their resume, cover letter and writing sample to hannah.cooper@mail.house.gov. The subject line should read “Spring Press Internship Application.” Maryland ties preferred, but not required. No phone calls or drop-ins, please.

MEM-015-18 The Office of Congressman Buchanan is seeking full time **interns** for spring.

Job Description

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Being the office of a senior member of the House Ways and Means Committee, interns will have exposure to healthcare, tax, and trade issues. Interns will assist staff with legislative projects, attend briefings and hearings, and assist with maintaining data bases. Interns will also work on a policy proposal under the guidance of staff and will present their policy proposal 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.

Required Skills

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

Application instructions

Please email your resume and available start date to lewis.plush@mail.house.gov.