



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of April 29, 2019

MEM-191-19 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated law student for a full-time **internship** for Fall 2019. 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, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Law students 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 Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

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 a cover letter and resume to Candyce.Phoenix@mail.house.gov with “Fall 2019 Internship Application” in the subject line. No phone calls or drop-ins please.

MEM-189-19 The House Democratic Policy & Communications Committee (DPCC) seeks a press **intern** to begin in May to support the communications team. Responsibilities include, but are not limited to, drafting press materials, maintaining website and digital platforms, clipping and editing videos, updating reporter and contact lists, coordinating events, and other administrative duties as assigned. Candidates must have strong writing skills, familiarity with digital products and editing software, and the ability to juggle multiple projects under tight deadlines. Candidates should submit a resume and cover letter to dpcc@mail.house.gov with the subject line “2019 Summer DPCC Internship.”

MEM-187-19 The House Democratic Caucus is seeking motivated, detail-oriented Operations **interns** to work in a fast-paced leadership office. Interns will be primarily responsible for operational tasks such as managing the front office, answering phones, helping to execute weekly closed-door meetings of the House Democratic Caucus, running the letter folding program and additional administrative tasks. The program will also include opportunities to attend Congressional briefings and hearings, conduct research and draft internal memos. The term of the Internship will be from May 1 through the end of August 2019. Ideal applicants will have a professional and positive attitude, event management experience, proficiency with Excel, a demonstrated knowledge of the House Democratic Caucus and a passion for politics and the legislative process. Qualified applicants should send resume, cover letter and three references to caucusinternresume@mail.house.gov. Women, minorities, LGBTQIA+ individuals and those with disabilities are encouraged to apply. This internship is unpaid. No drop-ins or calls please.

MEM-182-19 **Digital Media Fellowship** (paid, temporary): The Office of Congresswoman Stephanie Murphy (D-FL) is seeking a Digital Media Fellow to join its fast-paced communications operation. Primary responsibilities will include drafting and creating social media content; producing high-quality online graphics and videos; taking photos; filming and livestreaming events; compiling daily press clips; and maintaining media lists. Candidates must possess strong technical skills and knowledge of the Adobe Creative Suite, as well as advanced creativity and artistic ability. Experience in website management, photography and social media strategy a plus. This is a part-time, temporary paid position. Interested applicants must submit a resume, brief cover letter, and at least three samples of graphic

design and/or video editing to Jonathan Uriarte at
jonathan.uriarte@mail.house.gov.

- MEM-179-19** Position: California Republican seeks Spring/Summer 2019 **Interns**
Description: California Republican is currently accepting applications for full/part-time interns in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other functions of a congressional office. Internships are unpaid but the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to CAGOPInternship@gmail.com.
- MEM-178-19** The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid Communications **Intern** for an **immediate start**. Responsibilities include updating and maintaining the website, creating social media content and graphics, drafting press releases and op-eds, and compiling and tracking media coverage. Additionally, this intern is critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents. The ideal candidate will be detail-oriented, creative, reliable, and have excellent writing and communications skills. Familiarity with social media and website development is strongly desired. An interest in science policy is a plus. Please send resume, cover letter, writing sample, and social media graphic sample to sstdeminterns@mail.house.gov with "Spring Communications Intern" in the subject line by May 10. Please include your approximate dates of availability in the email. No calls or drop-ins please.
- MEM-166-19** 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 send a resume, cover letter, and portfolio to oversightpress@mail.house.gov.
- 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