



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of June 23, 2014

MEM-206-14 California Democratic Representative seeks Fall 2014 Intern

Congressman John Garamendi (CA-03) is seeking a highly motivated intern to join his Washington, DC office for the period August through November. 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 strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-205-14 Press Internship - A Western Democratic Congressional Office seeks a motivated, organized, and reliable college student or recent graduate

wishing to gain Capitol Hill experience for a full-time, 10-week, unpaid press internship in Washington, D.C. The position is available immediately. The press intern will help create graphics, develop press lists, send clips, prepare speeches, draft statements, and social media content. Please send a single PDF file containing your resume, cover letter, and a brief writing sample (preferably a press release or speech excerpt) to NV04internships@gmail.com. Please include in the body of the email a 3-5 sentence pitch for yourself: Why do you want to work on the Hill? Why should we choose you?

MEM-204-14 Nevada Congressman Steven Horsford is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time semester **internship** to begin in August and/or September 2014.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include assisting the legislative and communications staff, attending briefings and hearings, answering phones, drafting constituent correspondence letters, doing legislative research and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. Nevada and District 4 ties are preferred, but not necessary.

Please send a resume and cover letter with anticipated start dates to NV04Internships@gmail.com. Please no drop bys or phone calls.

MEM-203-14 Democratic Member of Congress seeks a responsible, focused, self-motivated, enthusiastic, and organized **Intern**. Positions are available starting in August, and applications will be considered on a rolling basis. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining a professional atmosphere. Strong writing and effective communication skills, as well as the ability to multi-task, are necessary. Although internships are unpaid positions, interns are treated as full participants in the Congressional office. If you are interested, e-mail a cover letter, resume, short writing sample, and contact info for three references to Parker Low at Parker.Low@mail.house.gov.

MEM-202-14 Congressman C.A. Dutch Ruppertsberger is seeking **interns** for his District Office in Timonium for the Fall school semester. Interns will assist the Congressman and his staff in the overall day-to-day operations of the office by drafting letters of correspondence, processing mail, answering telephones, greeting visitors, and other

duties as needed.

We are a small but fast-paced office and every effort will be made to give interns a worthwhile learning experience. Our internship positions are part-time and unpaid. A minimum time commitment is required. Candidates should be professional, possess strong oral and written communication skills, and have the ability to multitask. Only applicants with Maryland ties will be considered.

Interested applicants should email a cover letter, resume, and a short writing sample by July 31st to David.Heitlinger@mail.house.gov with Fall 2014 Internship in the subject line.

- MEM-201-14** The Washington DC office of Congressman Patrick Meehan is currently accepting applications for the FALL 2014. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, day to day office duties, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Interested applicants should submit a resume and cover letter to MeehanDCIntern@gmail.com. The deadline to apply is July 11, 2014. Ties to Pennsylvania's 7th Congressional District are preferred, but not required.
- MEM-200-14** **Internships** – Congressman Benishek from Michigan's First District seeks unpaid interns to fill positions for September through December 2014. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred. Please e-mail your cover letter, resume, and references to Samuel Grossman at samuel.grossman@mail.house.gov.
- MEM-199-14** The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time **press and social media intern** for the fall of 2014 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism, possess

strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Fall Press Intern 2014" in the subject line to latoya.veal@mail.house.gov. No phone calls or drop-ins please.

MEM-198-14 Congressman Walter B. Jones (NC-03) is now accepting applications for a Fall 2014 **internship** in the Washington, D.C. office. The prospective intern should be responsible, focused, self-motivated, and organized. Duties will include, but are not limited to: answering phones, maintaining the front office, processing mail, attending hearings and briefings, as well as assisting staff with research and constituent services. This is a great opportunity for applicants who are interested in the political process and are seeking practical, hands-on experience in a professional environment. Start and end dates are negotiable. North Carolina ties preferred, but not essential. Deadline to apply is June 30th. Submit resume and cover letter online at <http://jones.house.gov/serving-you/internships>.

MEM-197-14 The office of Congressman Jim Bridenstine (OK-01) is seeking candidates for a full-time, paid **internship** from August 4 until November 21 in his Washington, D.C. office. Candidates must be politically conservative, highly motivated, detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline.

Intern duties will include, but are not limited to answering constituent letters on various issues before the House, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering phones. Interns will learn about the legislative process and the many other functions of a congressional office. First district of Oklahoma ties are preferred, but not required.

To apply, please submit your one page resume and a cover letter to mark.piland@mail.house.gov with the subject line Bridenstine Internship. We will acknowledge receiving your application and contact you if we wish to schedule an interview.

MEM-195-14 California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time semester **internship** to begin September 1, 2014. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-

day duties. Such duties include attending briefings and hearings, answering phones, drafting constituent correspondence letters, doing legislative research and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. California and District 2 ties are preferred, but not necessary.

Please send a resume and cover letter to DCInternship.Huffman@mail.house.gov. Please no drop bys, phone calls, or emailing staff members.

MEM-193-14 **Fall Press Internship:** Democratic Congressman seeks applicants for full- or part-time unpaid press internship for Fall 2014. Duties will include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, maintaining website, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, news media, or journalism. Please send a resume, cover letter and writing sample to md06.internships@mail.house.gov by July 17th 2014 with "Fall Press Internship" in the subject line.

MEM-192-14 **Fall Legislative Internship:** Democratic Congressman seeks applicants for full- or part-time unpaid congressional internship for Fall 2014. The semester runs from August 25 - Late-December. Times and dates can be flexible. Duties will include conducting legislative research, drafting memos and write-ups, attending hearings and briefing, 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 by July 17, 2014 with "Fall Congressional Internship" in the subject line.

MEM-191-14 The Office of Congressman Reid Ribble is seeking qualified candidates to **intern** full time in our Washington, D.C. office starting in August 2014.

We are interested in candidates of all academic disciplines.

Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned.

Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering

phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties. Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment.

If candidates have any questions or wish to apply, please send resume, writing samples, and references to jeffrey.kuckuck@mail.house.gov