



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of March 25, 2019

- MEM-158-19** The Office of Congressman Tom Suozzi (NY-03) is currently seeking full or part-time **interns** for his Washington, D.C. office for the Summer of 2019. Applicants should possess strong written and verbal communication skills. Interns will get to work in a fast-paced environment and learn how a Congressional office operates. Responsibilities include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, leading Capitol tours, assisting with constituent relations, and managing the front office. The internship gives students the opportunity to interact directly with the inner workings of Capitol Hill and the legislative process. New York ties are strongly preferred but not required. Please send your resume and cover letter to michael.christesen@mail.house.gov with "Internship Application" in the subject line.
- MEM-157-19** The House Democratic Caucus is seeking motivated, detail-oriented **interns** to work in a fast-pasted 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 March through the end of May 2019, with the possibility of extending into the Summer term. 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.

MEM-152-19 The Democratic Staff of the Committee on Rules is seeking a full-time and energetic press **intern** to start in mid- or late May. The intern will compile daily press clips, clip floor proceedings and news videos, learn about the Rules of the House and the special order process, and work with communications staff to draft social media and press materials. Other communications tasks will be assigned as needed.

Ideal candidates have strong writing skills, some previous experience in press and/or social media, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply. Applicants should send both a resume and a brief cover letter explaining why you want to join, in particular, the Democratic staff of the House Rules Committee to RulesInternDem.Application@mail.house.gov Please specify in the subject line that you are applying for the press internship.

MEM-151-19 The Democratic Staff of the Committee on Rules is seeking full-time and energetic **interns** to start in mid- or late May. Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special order process, and complete a variety of other administrative tasks.

Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply. Applicants should send both a resume and a brief cover letter

explaining why you want to join, in particular, the Democratic staff of the House Rules Committee to RulesInternDem.Application@mail.house.gov.

- MEM-148-19** Congresswoman Elaine Luria (D-VA), member of the Armed Services Committee and the Veterans Affairs Committee seeks **interns** for her Washington DC office. Candidates should be motivated, flexible and detailed oriented with immediate availability. Virginia ties are a plus but not required. Intern responsibilities include answering constituent phones, leading Capitol tours, up-keeping mail databases, writing memo's, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills.
Please email your resume, cover letter, available start date, and weekly availability to Jonah.kim@mail.house.gov
- MEM-147-19** The Office of Congresswoman Gwen Moore (WI-04) is seeking highly motivated **interns** for Summer 2019 (starting mid-May 2019). Qualified candidates will be dependable team players capable of excelling in a fast-paced office and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with Legislative Assistants on relevant issues. This position's responsibilities include serving as a primary contact with constituents, greeting visitors, providing Capitol Tours, and assisting with projects assigned from other staff members. These projects often include assisting with data entry or drafting correspondence. Interns will have the ability to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the opportunity to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.
Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to maryah.thompson@mail.house.gov with "Summer 2019 Internship" in the subject line.
- MEM-146-19** The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Summer 2019 (starting May 31st, 2019). Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.
Intern responsibilities include:
- * Social media content development
 - * Event photography
 - * Compiling press clips
 - * Clipping videos
 - * Creating graphics
 - * Drafting press releases
 - * Answering phones

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to GwenMoorePress.Moore@mail.house.gov with “Summer 2019 Press Internship” in the subject line. We also recommend, but do not require, applicants submit 1-3 sample graphics.

MEM-145-19 The Office of Congressman Tom Malinowski (NJ-07) is currently seeking qualified candidates for an **unpaid internship** for Summer 2019 in the Washington D.C. office. This internship runs from May to August, but considers the availability of the applicant. Ideal candidates will be professional, motivated, a team player, and be able to show strong written and verbal communication skills. Responsibilities include, but are not limited to, answering phones, assist with writing constituent correspondence, Capitol tours, attending Congressional hearings and briefings, assisting legislative staff and producing press clips. Interns will work closely with legislative staff on interested issue areas and assist with the Congressman’s committee work.

Applicants should be able to commit to a part-time schedule (15-25 hours per week). Applicants with New Jersey ties and have previous internship/ work experience are a plus, but not required. Interested applicants should e-mail a cover letter, resume, writing sample (1 page only), and available dates in a single PDF document to nj07.interns@mail.house.gov with “(Last name) - Unpaid Summer Internship” in the subject line by April 1st.

No calls or drop ins.

MEM-144-19 The Office of Congressman Tom Malinowski (NJ-07) is currently seeking qualified candidates for a **paid internship** for Summer 2019 in the Washington D.C. office. This internship runs from May to August. Ideal candidates will be professional, motivated, dependable, a team player, and be able to show strong written and verbal communication skills. Responsibilities include, but are not limited to, answering phones, assist with writing constituent correspondence, Capitol tours, attending Congressional hearings and briefings, assisting legislative staff and producing press clips. Interns will work closely with legislative staff on interested issue areas and assist with the Congressman’s committee work.

Applicants must be able to commit to a full-time schedule (35-40 hours per week) and must be enrolled in a college or graduate program to be eligible for the position. Applicants with New Jersey ties, previous internship/ work experience, and receive educational credit are strongly preferred. Start date is in mid-May. Please e-mail a resume, cover letter, and writing sample (1 page only) in a single PDF document to nj07.interns@mail.house.gov with “(Last name) - Paid Summer Internship” in the subject line by April 1st.

No calls or drop ins.

MEM-141-19 California office seeks an energetic and organized full-time paid **intern** to join the Washington, DC office.

The position's responsibilities include greeting visitors, answering telephone calls, responding to constituent requests for general information, logging constituent correspondence, and handling other inquiries. Additionally, the position may assist with miscellaneous administrative, legislative, and/or press duties at the request of staff or the Member.

Any interested candidate must be an excellent writer, have a demonstrated interest in press work or legislative issues, be detail-oriented, able to manage multiple and competing tasks, have excellent organizational and proofreading skills, an affinity for multi-tasking, and a good sense of humor.

Spanish language fluency required. California ties and experience using Intranet Quorum (IQ) are strongly preferred, but not required. Women and minorities are strongly encouraged to apply.

If interested, please email a resume, cover letter, two writing samples, and references to CAJobs@mail.house.gov with "Paid Internship" in the subject line.

MEM-140-19 The Office of Congressman Donald Norcross (NJ-01) is seeking qualified **interns** for our D.C. office for Summer 2019. Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues and assisting with staff-led projects. In addition, interns lead Capitol tours, run errands and complete various administrative tasks as needed. Interns will also have the opportunity to attend special events, such as committee hearings, briefings and seminars. Internships run throughout the fall, spring or summer semesters for college students. Although this internship is unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 5:00 p.m.

Prospective applications should be highly motivated self-starters, eager to learn about Capitol Hill and the mechanisms of the United States Congress. We are looking for individuals with an excellent work ethic, ability to multitask and most importantly, a willingness to learn. They must demonstrate an ability to produce polished work, to maintain professionalism in a work environment an interest in the legislative process, strong communication skills, and experience using Microsoft Office

Please submit a resume, cover letter and writing sample via email to: beth.stanley@mail.house.gov with "DC Internship" in the subject line.

MEM-139-19 The Democratic Staff of the House Energy and Commerce Committee seeks qualified undergraduate and recent graduate student legislative **interns**.

An internship with the Energy and Commerce Democrats is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, conducting legislative research, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to shadow staff at hearings and markups, as well as attend briefings on subjects within the Committee's broad jurisdiction.

Ideal candidates are organized and committed students (and/or recent graduates) eager to join a fast-paced environment and build upon their knowledge of how Congress works. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Applicants may request the Committee's assistance in receiving credit from their educational institution.

Interested applicants should submit their resume, cover letter, and one writing sample (no longer than two pages) to InternshipResume.EC@mail.house.gov. In the subject line, please indicate the program session for which you are applying (e.g. Summer 2019 Legislative Intern Application). In your cover letter, please indicate preferred start/end dates for scheduling purposes.

MEM-138-19 The Office of the Representative Linda Sánchez is currently accepting applications for a full-time **internship**. Ideal candidates will possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Primary responsibilities will include processing mail, greeting visitors, answering phones, leading Capitol tours, attending briefings, drafting memos and constituent correspondence, and assisting staff with various administrative tasks. Southern California ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability to DCInternship.CA38@mail.house.gov with "CA-38 Summer Internship" in the subject line.

MEM-130-19 Congressman Vern Buchanan is looking for looking for full time, unpaid **interns** for his Washington DC office. Candidates should be motivated, flexible and detailed oriented with immediate availability. Florida ties are a plus but not required.

Intern responsibilities include answering constituent phones, leading Capitol tours, up-keeping mail databases, writing memo's, and assigned duties from full time staff. Candidates should be outgoing and possess strong oral and written communication skills.

Please email your resume, available start date, and weekly availability to housegopinternshipFL@outlook.com

MEM-125-19 U.S. Rep. Bill Pascrell, Jr. (D-NJ), member of the Ways and Means Committee, seeks summer **interns** for his Washington, DC office. This internship term runs from the start of June through the start of August. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, assisting our press team, and drafting constituent correspondence. Ties to New Jersey are strongly preferred, but not necessary.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee. He holds a leadership position on the Democratic Steering and Policy Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. We are very open to interns working in the areas that interest them most and taking on increasing responsibility as the summer progresses. Interested applicants should send a resume and cover letter to Christopher Hadad (Christopher.Hadad@mail.house.gov).

All applications are due by April 12th, 2019.

MEM-124-19 **Internship** with Senior Foreign Affairs Committee/Financial Services Committee Member

Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated interns who are passionate about government and politics. Strong oral and written skills and close attention to details are imperative. Tasks include answering the phones, handling incoming and outgoing mail, leading Capitol tours, addressing constituent concerns, and attending briefings and supporting staff as needed. Ties to California's 30th Congressional District are a plus, but not required. Interested applicants should e-mail a cover letter and resume to Brads.Interns@mail.house.gov. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age.

We are currently seeking interns for:

Spring: March- June 3
Summer: June- August

MEM-122-19 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-120-19 The Committee on Education and Labor, Majority is currently seeking undergraduate **interns** for summer of 2019. 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 April/May and commit through July. Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov. Please visit our website at <https://edlabor.house.gov/about/internships> for more information. Applicants should aim to submit their materials by March 30, 2019.

MEM-118-19 The House Veterans' Affairs Committee (Minority) is currently accepting applications for full-time **internships** for current vacancies and for the summer 2019 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic,

team player attitude. Candidates with previous Hill experience are preferred. Note that Committee internships are unpaid positions. Please send a cover letter, resume, and short writing sample to: var.internship@mail.house.gov

No phone calls or walk-ins please.

- MEM-117-19** The Office of Congressman Ralph Norman (SC-5) is currently seeking **interns** for Spring or immediate our Washington D.C. office. Applicants must be motivated, professional, dependable and hold strong written and verbal communication skills. Responsibilities include, but are not limited to, answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings, assisting the legislative staff, and participating in a legislative project. Internships are unpaid. Successful candidates will be mature, personable, detail-oriented, and self-starters. Interns will have the opportunity to learn more about the legislative process and work in a fast-paced congressional office. South Carolina ties preferred. Interested applicants should send resume, cover letter, and availability to Kimberly.Hammond@mail.house.gov
- MEM-115-19** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for Summer of 2019 in the Washington D.C. office. Ideal candidates will be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required. Interested applicants should send resume and availability to patrick.konrath@mail.house.gov.
- 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. 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