



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of December 16, 2013

MEM-372-13

The Congressional Black Caucus is accepting applications for internship positions available for spring 2014. This **unpaid** internship will provide valuable hands on experience in developing and executing initiatives for a Congressional Caucus and will provide an understanding the Caucus's role in the legislative process. This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Interested applicants should e-mail a resume, cover letter, and writing sample to Latrice.Powell@mail.house.gov with "Spring 2014 Internship" in the subject. Please also include dates of availability.

MEM-371-13

The DC office of Congressman Derek Kilmer, hailing from Washington's 6th district, is looking for personable, diligent part-time and full-time unpaid interns to start for the winter session (January) through the spring. This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. The internship allows access to briefings and interesting events related to a wide range of important issues. Responsibilities include

assisting with constituent correspondence, producing daily press clips, and leading tours of the Capitol. This is a unique opportunity and prime for students who may be eventually interested in working in a congressional office or for the federal government.

To apply, please send a resume and cover letter outlining your interest in the position to nwcongressionalinternship@gmail.com, and expect a response within a week. We look forward to hearing from you!

MEM-369-13

The Congressional Black Caucus is accepting applications for *communications intern* positions available for spring and summer 2014. This unpaid *internship* will provide valuable hands on experience in developing and executing *communications* initiatives for a Congressional Caucus and will provide an understanding the Caucus's role in the legislative process.

Responsibilities will include but are not limited to drafting press statements, video editing for online distribution, social media management, drafting *communications* materials for Members and *communications* staff and responding to constituent inquiries. Qualified applicants should have a professional and courteous demeanor, excellent *communications* skills, the ability to multitask, and an interest in the legislative process.

This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Those with journalism, *communications* and political science majors are highly encouraged. Interested applicants should e-mail a resume, and a cover letter to Latrice.Powell@mail.house.gov with "*Spring or Summer 2014 Internship*" in the subject. Please also include dates of availability.

MEM-368-13

The DC office of Congressman Mario Diaz-Balart (FL-25) is seeking full and part-time unpaid interns to begin January through May 2014. There are also more immediate openings available. Intern responsibilities include legislative research, press support, managing tour requests, general administrative duties and assistance with additional projects as needed. The ideal candidate will be a self-starter who is dependable and possesses a cheerful, outgoing demeanor. Florida ties preferred but not required. Please send your cover letter, resume and references to alena.mikhno@mail.house.gov with "Spring Internship" in the subject line.

MEM-367-13

The Office of Congressman Ami Bera (D-CA) seeks professional, dependable and enthusiastic student or recent graduate for an unpaid communications internship working closely with the communications team on a variety of tasks.

Background/study in communications, journalism, public relations, or similar field preferred. Duties will include: drafting and posting web content and social media, drafting other written materials (constituent letters, memos, press releases,

etc.), compiling daily press clips, answering office phones, and other administrative tasks as assigned. Please send resume to bera.resume@mail.house.gov with the subject line “Communications Intern 2014.”

MEM-366-13

Internships are currently available in Congresswoman Zoe Lofgren’s Washington, D.C. office for the 2014 Winter Semester. Congresswoman Lofgren represents the 19th Congressional District, which lies in the heart of California’s “Silicon Valley”.

Interns will receive a well-rounded experience in this office and will have the chance to experience the fast-paced atmosphere of a busy Congressional office and gain invaluable work experience. This is an excellent opportunity for those interested in the legislative process. Interns’ responsibilities will vary—in addition to answering phones and running errands, interns will have the opportunity to research legislation for legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House.

Qualified applicants must possess excellent writing and analytical skills, a demonstrated work ethic, and ability to function in a fast-paced environment. A successful candidate will be motivated, able to multitask, and have the ability to work well under pressure. Full-time and part-time internship positions are available. Part-time interns must work at least two full days a week. Internships are unpaid. California ties are preferred but not required.

Interested applicants should send their resume to the Intern Coordinator at Angela.Ebiner@mail.house.gov.

MEM-365-13

Congressman Dave Loebsack, IA-02-D, is hiring spring interns for his Washington, D.C. office. Interns are responsible for answering phones, sorting mail and faxes, giving tours of the Capitol, and assisting with constituent correspondence. Other tasks may include attending briefings and hearings, letter writing, and assisting press staff. Intern candidates should be current or recent college students, regardless of major. To apply please email your cover letter, resume, a short writing sample and a letter of recommendation to Loebsack.Internship@mail.house.gov. No phone calls or drop-ins please.

MEM-364-13

Congressman Cuellar’s Washington, D.C. office is seeking a motivated press intern for a fast paced and valuable internship. Press interns must be able to commit at least 40 hours a week. Interns will learn how a communications shop operates and interacts with the other departments to create a succinct message.

JOB DESCRIPTION: Intern responsibilities include, but are not limited to: assisting the Communications Director in writing press releases, tracking press clips, proofreading and editing, maintaining press lists, updating member’s website and social media, and assisting with the office’s day-to-day communications operations. Interns may also assist with answering the phone,

incoming and outgoing mail, addressing constituent concerns, and assisting the Legislative/District staff.

QUALIFICATIONS: Applicants should have a strong interest in political communications. Strong writing skills and ability to work in a high-pressure environment are a must. Spanish language skills highly preferred. Graphic design abilities are a plus.

If interested, please send a resume and cover letter to Miranda Margowsky at miranda.margowsky@mail.house.gov and Ben Jackson at ben.jackson@mail.house.gov. The internship will start January 6th and last through May. Applicants will be responsible for all expenses including travel and lodging as the internship is unpaid.

For more information on Congressman Henry Cuellar, please visit his website at cuellar.house.gov.

MEM-363-13

The office of Congressman Bill Shuster (PA-09) is currently seeking full and part time spring interns. Candidates should be a self-motivated, team player that is ready to work in a fast-paced environment. Duties include, but are not limited to: opening mail, answering phones, constituent correspondence, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects. The ideal candidate will be a hard-working, detail oriented professional with strong oral and written communication skills. Pennsylvania and district ties are preferred, but not required. Although this position is unpaid, we will work with the student to fulfill requirements for school credit programs. Interested candidates should email PA09jobs@gmail.com with a resume and a cover letter.

MEM-362-13

Congressman Tim Walz (D-MN) seeks interns for the Spring 2014 semester! Applicants should be highly-motivated, well-organized, and eager to assist with legislative and administrative needs of the staff. Such duties include but are not limited to attending briefings, answering the phones, drafting and responding to constituent letters, assisting in research, giving tours of the capitol, and various other administrative tasks. Applicants should possess an interest in the legislative process, as well as strong written and verbal communications skills. Minnesota ties a plus. Applications accepted for both full-time and part-time positions (min. 16 hours per week). This is an unpaid position. To be considered, please send a resume and cover letter by December 13th to: WalzDCInternApplication@hotmail.com.

MEM-359-13

Democratic Member of Congress seeks a responsible, focused, self-motivated, enthusiastic, and organized Intern. Positions are available starting in January, 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. 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-358-13

Congresswoman Carolyn McCarthy (NY-04) is currently seeking interns for the 2014 Spring Semester in her Washington, DC office. Qualified candidates will possess an interest in the legislative process, excellent writing and communication skills, and a desire to work in the fast-paced environment of Capitol Hill. Ideal candidates will be professional, dependable, highly motivated, and adept at multi-tasking.

Responsibilities will include – but are not limited to – communicating with constituents via phone, drafting constituent correspondence, performing research requests, leading tours of the U.S. Capitol, and administrative work. Interns will also work closely with staff and have the opportunity to attend briefings, hearings, and other events on Capitol Hill.

Students or recent graduates with ties to New York State – especially the Fourth Congressional District and Long Island – are encouraged to apply. Full- and part-time candidates will be considered. The internship is unpaid.

Please send a cover letter stating your availability, a resume, and a short writing sample to Marcus Garza at Marcus.Garza@mail.house.gov with “Spring 2014 Internship” in the subject line.

MEM-357-13

The office of Congresswoman Diana DeGette (CO-01) is accepting applications for Spring 2014 internships. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mailing, attending briefings, drafting constituent correspondence, and providing assistance to the legislative staff. Applicants must have excellent writing and communications skills. Interested applicants should email a cover letter, resume, and brief writing sample to tom.gibson@mail.house.gov with the subject line “Intern Application.”

MEM-355-13

Michigan’s 4th Congressional District proudly covers 14 counties which includes much of mid-Michigan. It stretches from Saginaw in the east to Big Rapids in the west and from the lower end of Clinton County in the south to the top of Wexford County in the north. Unpaid Positions are available in the Washington, D. C. Office

JOB: Spring Internships Part-time or Full-time

QUALIFICATIONS: Applicants must be highly motivated, have excellent oral and written communications skills, be able to accomplish a variety of tasks and pitch in where needed, and be responsible, dependable, and eager to learn.

JOB DESCRIPTION: Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.

In addition, interns are encouraged to conduct their own research projects on legislative issues, using the vast resources of the U.S. House of Representatives and the Library of Congress.

If interested, please send resume and letters of recommendation to:

CONGRESSMAN DAVE CAMP 341 CANNON HOUSE OFFICE

BUILDING WASHINGTON, D.C. 20515 ATTN: INTERN

COORDINATOR or contact Nate Zimmer, Intern Coordinator, at (202) 225-3561 or email nate.zimmer@mail.house.gov

For more information on Congressman Dave Camp and Michigan's 4th Congressional District, please visit our website at www.camp.house.gov.

MEM-354-13

The Washington DC office of Representative Scott Tipton (CO-03), is currently seeking applicants for Winter Semester unpaid internships. Internships are available to qualified college students or recent graduates. Colorado ties are a plus but not required. Internships provide valuable real world experience of our federal legislative process. Responsibilities include but are not limited to: assisting staff with legislative research and writing, attending briefings and committee hearings. Interns will also be responsible for providing tours of the Capitol, answering phones, and helping staff process constituent's mail and inquiries. Candidates should have an interest in the legislative process, be motivated, organized and reliable, and possess strong communication and writing skills. If you are interested in being considered for an internship, please send your resume and cover letter to Megan.Dornan@mail.house.gov

MEM-353-13

Progressive Rhode Island Democrat seeks applicants for unpaid internship for spring 2014. Responsibilities include drafting constituent letters, assisting legislative staff with research, assisting with front office duties, and various administrative tasks. Candidates must possess strong writing and communication skills and be able to work 3-5 days per week. Ties to Rhode Island are strongly preferred. To apply, please send resume with references, cover letter, and brief writing sample to RI01Internship@gmail.com.

MEM-316-13

The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time press and social media intern for the spring 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 "Spring Press Intern 2014" in the subject line to latoya.veal@mail.house.gov No phone calls or drop-ins please

MEM-286-13

The office of Congressman Dennis A. Ross (FL-15) is currently seeking unpaid interns in the Washington D.C. office for both an immediate vacancy and the 2014 spring semester. The start and stop dates can be flexible, with the spring semester starting in January and extending through May. Responsibilities include, but are not limited to, answering phones and mail, attending hearings, leading tours and providing support to legislative and communications staff in both DC and the district. Ideal candidates should have strengths in research, writing and multi-tasking, with an ability to interact well with constituents. Florida ties are preferred, but are not necessary. Interested candidates should apply through the website: <http://dennisross.house.gov/constituentservices/internships.htm>.