



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

Vacancy Bulletins are available for pick-up in
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING
Week of April 30, 2018

- MEM-125-18** The Washington, D.C. office of Congressman Steve Russell (OK-5) is seeking candidates for full-time **internships** for Fall 2018. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are preferred but not required. Please send your resume and cover letter to mitchell.wilkinson@mail.house.gov, with "Internship Application" in the subject line.
- MEM-120-18** West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Please e-mail your resume and cover letter to westcoastgopinternship@gmail.com.

MEM-119-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office immediately through late May or early June. 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.

MEM-117-18 Congressman Charlie Crist (FL-13) is seeking unpaid **interns** for Summer 2018 in Washington, D.C. Interns will assist the legislative and administrative staff with attending briefings, answering phones, coordinate and conduct tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Internships are open to undergraduate students and college graduates. Florida ties are encouraged but not required. No phone calls or drop ins. To apply, please email a cover letter, resume and 1-2 page writing sample as a single PDF to FL13.Internships@mail.house.gov.

MEM-116-18 The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to hannah.cooke@mail.house.gov. No phone calls or drop-ins, please.

MEM-085-18 The Democratic staff of the House Committee on Education and the Workforce seeks a professional, dependable, and enthusiastic student or recent graduate for a *paid communications summer internship* working closely with the press team on a variety of tasks. Duties will include drafting and posting Committee web content and social media, basic photography, drafting press releases and statements (other written materials may include memos, one-minute floor speeches, etc.), press list maintenance, compiling and distributing daily press clips, media monitoring, answering the press office phone, and other communications and administrative tasks as assigned. Communications, journalism, public relations, public affairs or political science majors and recent graduates preferred. Internship to begin in May and last through the end of July.

Applications will be accepted on a rolling basis until a qualified candidate is identified.

Please send a resume, brief cover letter, and one short writing sample to EdLaborPressJobs@mail.house.gov.