



House Vacancy Announcement and Placement Service (HVAPS)

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

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INTERNSHIP VACANCY LISTING

Week of May 6, 2019

- MEM-202-19** The office of Congresswoman Eleanor Holmes Norton is seeking motivated and hard- working college students for our summer **internship** program. Interns will gain valuable work experience in a fast-past congressional office. If you are an undergraduate, a recent graduate, or a graduate student, who is passionate about public policy, politics and serving District of Columbia constituents, our internship program offers a unique opportunity for growth, learning, and participation in meaningful work. We are looking for people who are dependable, enthusiastic, and professional.
- QUALIFICATIONS:** Applicants must be highly motivated, have excellent oral and written communication skills, responsible, dependable, flexible, and eager to learn.
- JOB DESCRIPTION:** Interns are expected to carry out any task assigned to them. Task include but are not limited to the following: Preparing constituent correspondence, data entry, project management and helping maintain the efficient day-to-day operations of an active congressional office. Interns must be willing to commit to a minimum of 20 hours per week during the summer and available occasionally on some evenings and weekends. Each summer intern will receive a stipend.

If interested, please send a resume, cover letter, and writing sample to Norton.Interns@mail.house.gov

For more information on Congresswoman Eleanor Holmes Norton, please visit her website at <https://norton.house.gov>

MEM-201-19 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 for a paid internship. 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 part-time and full-time interns for:

Fall: August 16, 2019 - December 13, 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-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