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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building  
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202-226-5836

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**INTERNSHIP VACANCY LISTING**

**Week of April 8, 2019**

**MEM-167-19** Southern Democratic Member of Congress seeks both full-time and part-time **interns** for Summer 2019 in the Washington, D.C. office. Responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, running errands, and drafting constituent correspondence. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. No drop-ins or phone calls. Please email [nchousejobs@gmail.com](mailto:nchousejobs@gmail.com) with the subject line "Summer 2019- Internship Application" and attach a resume, writing sample, and include information regarding your full-time or part-time availability. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

**MEM-166-19** The House Committee on Oversight and Reform Majority Staff are seeking motivated and reliable digital **interns** to fill positions in the spring, summer, and fall. Intern responsibilities include, but are not limited to, content creation, website maintenance, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics,

and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume, cover letter, and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-164-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time **press interns** for Summer 2019. The intern will compile daily press clips, clip news videos, learn about communications in a Committee office, take photos and videos of events, and work with staff to draft content for social media and press channels in addition to office tasks. Other tasks as needed and depending on the interests of the intern.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern, your preferred start and end dates, as well as your social media handles. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required. Press interns must be available in the mornings.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization.

**MEM-163-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time **interns** for Summer 2019. Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization.

**MEM-162-19** Representative Sylvia R. Garcia (TX-29) seeks legislative **interns** for the Summer of 2019 in her Washington, D.C. Office. Hill experience is not required, but ideal candidates will be self-motivated, professional, and willing to work on teams.

Responsibilities include, but are not limited to, answering phones, corresponding with constituents, leading U.S. Capitol tours, attending Congressional hearings, assisting staff, and conducting research. Applicants should submit a resume, and

a policy focused writing sample to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with “TX-29 Internship” in the subject line.

Texas ties and Spanish language proficiency are preferred, but not required. Female, minority, and LGBTQ+ candidates are strongly encouraged to apply. No phone calls or drop-ins please.

**MEM-161-19** The Office of Congressman Sean Patrick Maloney (D-NY-18), member of the House Intelligence Committee and Chair of the Coast Guard and Maritime Transportation Subcommittee, is seeking qualified **interns** for Summer 2019. Ideal candidates will be highly-motivated, detail-orientated, and show strong verbal and written communication skills. Daily tasks include, but are not limited to, answering phones, logging constituent correspondence, greeting visitors, working on research projects, providing Capitol tours, and attending Congressional briefings and hearings. Interns will complete administrative, legislative, and press assignments at the request of staff and the Member. Female, minority, and LGBTQ+ candidates are strongly encouraged to apply. The summer internship is scheduled to run through May - August 2019. candidates MUST BE RISING COLLEGE SOPHOMORE OR ABOVE. DEADLINE: EOD APRIL 9th.

Interested applicants should complete the congressional internship application form on our website, <https://seanmaloney.house.gov/services/internships>.

**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](mailto: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](mailto:caucusinternresume@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](mailto: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](mailto: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](mailto: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-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](mailto: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](mailto: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](mailto: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](mailto:DCInternship.CA38@mail.house.gov) with “CA-38 Summer Internship” in the subject line.

**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](mailto:Christopher.Hadad@mail.house.gov)).

All applications are due by April 12th, 2019.

**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](mailto:Garamendi.Internships@mail.house.gov)