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

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**INTERNSHIP VACANCY LISTING**

**Week of April 2, 2018**

**MEM-113-18** Congressman Bill Posey (FL-08) is currently seeking highly motivated and organized applicants for full-time **internships** for the spring and summer. Candidates should possess interest in the legislative process, excellent communication skills, attention to detail, and a positive attitude. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, constituent correspondence, legislative research, and performing various administrative tasks. Florida ties are preferred, but are not required. If interested, please send a resume to [FL.Conservative@mail.house.gov](mailto:FL.Conservative@mail.house.gov).

**MEM-110-18** Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-

paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please e-mail your desired availability, resume, cover letter, and a 1-2 page writing sample to [lujan.tours@mail.house.gov](mailto:lujan.tours@mail.house.gov).

*Please also include your possible start date in your email.*

**MEM-109-18** The Washington, D.C. office of Congressman Steve Russell (OK-5) is seeking candidates for full-time summer **internships**. 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](mailto:mitchell.wilkinson@mail.house.gov), with "Internship Application" in the subject line.

**MEM-107-18** A California GOP Member of Congress is seeking applications for **internship** positions available immediately in the Washington, D.C. office. Ideal candidates will be hard-workers with an interest in policy who thrive in a fast-paced environment. Responsibilities include assisting legislative and communications staff, drafting constituent letters, processing and leading tours of the Capitol, and helping to manage the front office. Interns will also have the opportunity to attend briefings and hearings. Ties to California are preferred, but not a requirement. Interested candidates should send their resume and cover letter to [housegopinternshipca@gmail.com](mailto:housegopinternshipca@gmail.com).

**MEM-106-18** Congresswoman Eleanor Holmes Norton's Capitol Hill office is seeking strong undergraduate, graduate, and recent graduate candidates for the summer **internship** program.

#### Description

Responsibilities will include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, drafting memos, performing administrative tasks, 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.

#### Requirements

Applicants should be professional, hardworking, and enthusiastic with strong writing and communication skills. Reliable, responsible, and personable individuals are more likely to thrive in this position. Qualified applicants should send a resume, cover letter, and a maximum two-page writing sample in one document to [Priscilla.Kim@mail.house.gov](mailto:Priscilla.Kim@mail.house.gov) with the subject line "Norton Internship." Both full and part time positions require a minimum three-month

commitment, are unpaid, and will be considered on a rolling basis. District ties are required.

No phone calls or drop ins, please.

**MEM-105-18** The Washington D.C. office of Congressman Raúl Labrador (ID-01) is seeking full-time, paid **interns** for Summer 2018. Congressman Labrador's office is looking for highly motivated, capable interns to assist his staff.

Successful applicants should possess conservative values and hold strong written and verbal communication skills. Position duties include but are not limited to: arranging/leading tours of the U.S. Capitol, answering the main office phone line, drafting constituent correspondence, and assisting legislative staff with research and committee materials.

Most importantly, a congressional internship is a great experience for college students with a passion for public service and the legislative process. Internships will teach students the inner workings of Congress and constituent services. They will provide opportunities for students to improve their writing, legislative research, and communication and interpersonal skills. Recent graduates are also welcome to apply.

Interested applicants should send their resume and a brief cover letter summarizing their interest in working for Congressman Labrador to [Labrador.Internship@mail.house.gov](mailto:Labrador.Internship@mail.house.gov) Idaho or Western ties are strongly preferred. Please use "(Your Name) - Labrador Internship Summer 2018" in the subject line.

**MEM-102-18** Congressman Michael E. Capuano is looking for **interns** to join his Washington, D.C. team for a full-time, unpaid internship during the summer, for a duration of three months or longer.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential.

Main responsibilities include: answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to assisting staff with more complex, legislative projects. Candidates with Massachusetts ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to [capuano.intern2@mail.house.gov](mailto:capuano.intern2@mail.house.gov).

**MEM-101-18** The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming summer semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. Please send a resume, cover letter and dates of availability to [MaryBeth.Hervig@mail.house.gov](mailto:MaryBeth.Hervig@mail.house.gov) with "Name - Internship Application" in the subject line.

**MEM-099-18** The Office of the Representative Linda Sánchez is currently accepting applications for a full-time **internship** this summer. 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 "CA38 Internship" in the subject line.

**MEM-098-18** Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Positions are available starting immediately, and applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.

Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.

This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a resume and cover letter to [CA34.internship@mail.house.gov](mailto:CA34.internship@mail.house.gov) with "Internship Application" in the subject line.

**MEM-097-18** The office of Congressman Buchanan is looking for immediate start **interns**. Summer intern candidates will *NOT* be considered.

We are the Washington Dc office of a senior member of the House Ways and Means Committee. We handle constituent communications, legislation issues, and policy production.

*Job Description*

Our internship program offers interns a chance to learn and work on the hill and see how the highest levels of government work. Being the office of a senior member of the House Ways and Means Committee, interns will have exposure to healthcare, tax, and trade issues. Interns will assist staff with legislative projects, attend briefings and hearings, and assist with maintaining data bases. Interns will also work on a policy proposal under the guidance of staff and will present their policy proposal at the end of their internship.

Interns will also have the chance to attend briefings independently and on the behalf of staff. At the end of the internship, interns will have a firm understanding of how Capitol Hill works, a bespoke policy proposal, and full understanding of how the legislative process works.

*Required Skills*

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn

*Application instructions*

Please email your resume and available start date to [HouseGOPinternshipFL@outlook.com](mailto:HouseGOPinternshipFL@outlook.com).

**MEM-096-18** Congressman Barton's D.C. office is seeking full-time **interns** for the summer of 2018. While this position is unpaid, your time here will strengthen your understanding of the legislative process and give you invaluable experience of the operations necessary to be an effective member of a Congressional team. Intern responsibilities include, but are not limited to, phone assistance, conducting tours of the U.S. Capitol, researching federal legislation and assisting legislative staff in various research projects. Interns will also have the opportunity to attend legislative briefings, congressional hearings and receptions on Capitol Hill. Candidates with a strong work ethic and great communication skills are encouraged to apply. Applicants must be highly motivated, have excellent oral and written communication skills, be able to accomplish a variety of tasks and pitch in where needed, and be responsible, dependable and eager to learn. Ties to Texas are preferred, but not required. Interested candidates should send their resume and cover letter to [caroline.waller@mail.house.gov](mailto:caroline.waller@mail.house.gov).

**MEM-094-18** The Washington office of Representative Sean Patrick Maloney (NY-18) is seeking both full and part time **interns** for summer 2018. Start date in April/May and applicants must be a college sophomore or higher.

Typical tasks include answering phones, batching constituent mail, drafting letters, attending briefings and writing memos, guiding Capitol Tours, and assisting staff with various projects. Successful interns must be professional, eager to learn, work well under pressure, and be detail-orientated. New York ties preferred.

Applicants should e-mail a cover letter, resume, and one page writing sample to [nyinterns18@gmail.com](mailto:nyinterns18@gmail.com) with the subject line “SUMMER INTERNSHIP APPLICATION” by April 15th.

**MEM-093-18** The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Summer 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in May until the end of August. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line “D.C Summer 2018 Internship” to [fl.demresume@gmail.com](mailto:fl.demresume@gmail.com). Florida ties are a plus but are not required.

**MEM-090-18** The office of Congressman Mario Diaz-Balart (FL-25) is currently seeking applications for our summer **internship** program running from May 2018 through the beginning of August. This position requires greeting guests and constituents, leading Capitol tours, attending hearings, drafting constituent correspondence letters, and assisting in general day to day activities. While unpaid, this position will strengthen your understanding of the legislative process and give you firsthand experience of the operations necessary to run a Congressional office. Qualified candidates will be hard working, organized, possess strong written and oral skills, and have the ability to work in a professional environment. Interested candidates should send a resume, availability, and cover letter to [Elizabeth.DosSantos@mail.house.gov](mailto:Elizabeth.DosSantos@mail.house.gov). Deadline for applications: April 9<sup>th</sup>, 2018.

**MEM-089-18** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Summer 2018 semester in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention

to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required. Interested applicants should send a resume, cover letter, two references, and work availability with the subject line “Summer 2018 Internship” to Nick Vargish at [nick.vargish@mail.house.gov](mailto:nick.vargish@mail.house.gov).

**MEM-086-18** The House Judiciary Committee is looking for **interns** who can assist in executing an aggressive communications strategy. Candidates should have a strong interest in both public relations and public policy. Applicants should have excellent organizational skills and strong research, writing, and communication skills. Ideal candidates are college students, recent graduates, or graduate students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

*Primary Duties:*

- Assisting with committee hearings, press conferences, panels, forums, and other events
- Drafting social media content (i.e. facebook, twitter, instagram, medium)
- Taking photos of and recording events
- Managing press lists, including creating issue-specific press lists
- Compiling press clips

To apply please send resume and cover letter to: [JudPressIntern@mail.house.gov](mailto:JudPressIntern@mail.house.gov). Please note that this internship is unpaid.

**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](mailto:EdLaborPressJobs@mail.house.gov).



**MEM-083-18** Congressman Jim Langevin (D-RI) is seeking full-time and part-time **interns** for summer 2018. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include providing constituent services, attending policy briefings and committee hearings, performing legislative research, and supporting staff members on various projects of interest. Rhode Island ties are preferred but not required.

Qualified candidates are organized and detail-oriented; responsible, willing to learn, able to work cooperatively in a team setting; possess strong oral and written communications skills; and are committed to public service. All internships are unpaid. To apply: send a resume, cover letter, and a brief writing sample to [john.swords@mail.house.gov](mailto:john.swords@mail.house.gov). Please also indicate your dates of availability and whether you are interested in a full-time or part-time position.

**MEM-081-18** The Democratic Office of the Committee on Oversight and Government Reform seeks college-students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time, unpaid **internship**. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include office tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Summer 2018 clerk intern applications are being accepted! To apply please submit your cover letter, resume and writing sample at <https://democrats-oversight.house.gov/about/internships-and-fellowships>.

**MEM-080-18** The House Democratic Caucus is currently accepting **intern** applications for the 2018 Summer Semester. This is a full-time internship that requires a flexible schedule and knowledge of House Democrats. Our internship term runs from late-May through August. Interns will assist with weekly Caucus meetings, Member outreach, legislative work, and press services. Caucus interns will also handle front office duties such as answering phones, distributing mail, coordinating Capitol tours, and greeting visitors. Qualified applicants must possess a pleasant attitude, attention to detail and a great work ethic. Candidates with prior Hill experience, great writing skills and strong familiarity with House Democrats are preferred.

Please email a cover letter and resume in PDF Form to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with your availability. Include “2018 Democratic Caucus Summer Internship” in the subject line.