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INTERNSHIP VACANCY LISTING

Week of December 11, 2017

MEM-488-17 New Jersey Democrat seeking **interns** for the spring semester (Jan through May 2018).

Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: nj08jobs@gmail.com. Absolutely no phone calls or drop-ins.

MEM-487-17 The office of Congressman Brad Wenstrup (R-OH) is currently seeking conservative, highly motivated, and organized applicants for a full or part-time unpaid **internship** for a start date beginning (date Jan-May), with flexible start and end dates.

Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S.

Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to oh02interns@gmail.com with "2018 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-486-17 Virginia Republican Congressman is seeking **interns** for their Washington, D.C. office for the spring and summer of 2017. Responsibilities will vary, but candidates will be expected to answer phones, batch incoming correspondence, draft constituent correspondence, run errands, research legislation, take constituents on tours of the Capitol, attend legislative briefings and professional development courses. All internships are unpaid, work hours are Monday-Friday 9:00 a.m. – 5:00 p.m. for full-time interns, hours may vary to accommodate full-time students. All interns will be expected to complete anti-sexual harassment training.

Interested applications will be currently enrolled college students and/or recent college graduates with Virginia ties. Please send a cover letter in the body of an email; a resume, and 1-2 writing samples (no longer than 3 pages) and at least 2 academic or professional references in .pdf format to VirginiaHouseIntern@Gmail.com.

MEM-484-17 The Washington, DC office of Congressman Patrick McHenry (NC-10) is seeking applicants for a full-time **internship** starting in January. The individual should be able to multi-task and be prepared to work in a fast-paced office. Some responsibilities include answering phones, attending briefing, guiding tours of the Capitol, assisting with constituent correspondence and mail, and working on various projects for the staff. North Carolina ties are encouraged, but not required. In order to apply, please send NC10interns@gmail.com a resume and cover letter with "Intern Application" in the subject line.

MEM-482-17 The Office of Congressman Donald Norcross (NJ-01) is seeking qualified **interns** for our Washington, D.C. Office this Spring 2018.

Responsibilities include:

- Compiling research on targeted issues and assisting with staff-led projects.
- Leading staff-guided tours of the Capitol building for constituents.
- Interns will be trained in the responsibilities of all levels of government so that they may best aid constituents.
- Participate in events in the along with staff.
- Answering phones and responding to constituent requests.
- Work schedules generally run 9:00am to 5:00pm; however hours are flexible to accommodate students' courses or work schedules.

- It is expected for interns to complete *30-40 hours* weekly over the course of the semester. However, we are willing to except part-time interns based on space, availability and schedule.

Qualifications:

- Prospective applications should be highly motivated self-starters, eager to learn about the work of a United States Congressman and the mechanisms of the federal government. We are looking for individuals with an excellent work ethic, ability to work with constituents and most importantly, a willingness to learn. *New Jersey ties are preferred but not required.*

Interested applicants should send a resume, cover letter and short writing sample to shallum.atkinson@mail.house.gov.

MEM-480-17 Ohio Democrat is seeking interns for the [winter/spring semester of 2018](#). **Interns** will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Responsibilities will include handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Qualifications: Interns must have a pleasant attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail.

9th District Ohio ties a plus!

Please email Courtney.hruska@Mail.house.gov

<<mailto:Courtney.hruska@Mail.house.gov>> with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

MEM-477-17 Congressman Barton's D.C. office is seeking full-time **interns** for the spring 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.

MEM-475-17 The Washington, DC office of Congressman Patrick Meehan (PA-7), a Republican Member of the Ways & Means Committee, is currently accepting **intern** applications for Spring 2018. Intern responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, day to day office duties, and answering constituent messages on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Ties to Pennsylvania are preferred but not required. Please note, this internship is unpaid but we will work with candidates seeking course credit for their work.

Interested candidates should submit a resume, cover letter, and brief (3-page maximum) writing sample. The cover letter should detail why you would like to intern with Congressman Meehan's Office. Application materials should be sent to clay.bryan@mail.house.gov with "Meehan DC Internship" in the subject line. No calls or drop-ins, please.

MEM-472-17 The Washington D.C. office of Congressman Raúl Labrador (ID-01) is seeking full-time, paid **interns** to begin in January 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, availability, and a brief cover letter summarizing their interest in working for Congressman Labrador to Labrador.Internship@mail.house.gov. Idaho ties are preferred, but not required. Please use "(Your Name) - Labrador Internship Spring 2018" in the subject line.

MEM-470-17 The office of Congresswoman Terri A. Sewell (D-AL) is seeking a full time **Press and Digital Intern** to start in January of 2018 and stay with the office through May.

Internship Description:

- Learn how to write emails and campaign actions that you'll send to over 100,000 constituents
- Design and curate content for social media and connect with our local and national audience
- Work side-by-side with our Press Secretary, learning the ropes of digital content production and press outreach
- Assist in traditional media outreach to newspapers, television and other media outlets
- Analyze the results of your work and report on successes and failures

Qualifications:

- Passion for working to address issues of voting rights, health care, education, and job growth
- Writing experience; ability to communicate message in concise and compelling manner
- Understanding of what makes online content both shareable and persuasive, including blogs and social media
- Interest in graphic design/infographic design
- Some experience with photography, and in HTML, Microsoft Word, and Excel

To Apply:

Send your resume and cover letter to Sewell.Press@mail.house.gov

MEM-469-17 Congressman Charlie Crist (FL-13) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for Winter 2018. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Florida ties are encouraged but not required. Please send resume, cover letter, and one writing sample to FL13Internships@mail.house.gov.

MEM-468-17 Congressman Dave Loebsack (IA/02/D) is currently hiring spring **interns** for his Washington, D.C. office. Responsibilities include answering phones, sorting mail and faxes, giving tours of the Capitol, assisting with constituent correspondence, and providing general office support as needed. Intern candidates should be current or recent college students, regardless of major but

with an interest in Congress and the legislative process. Full time availability is preferred, but part-time candidates are encouraged to apply as well.

To apply please email your cover letter, resume, and a short writing sample to LoebsackInternship@mail.house.gov. Please include any Iowa connections in the body of the email. No phone calls or drop-ins please.

- MEM-467-17** 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-465-17** The office of Congressman Buchanan is seeking full time **interns** for an immediate start.

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 lewis.plush@mail.house.gov.

MEM-464-17 The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming spring 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. Candidates with an interest in issues associated with the Congressman's membership on the House Foreign Affairs Committee or House Budget Committee are encouraged to apply. Please send a resume, cover letter and dates of availability to Perry.Goffner@mail.house.gov with "Name - Internship Application" in the subject line.

MEM-462-17 The Office of Representative Ro Khanna (CA-17) is seeking qualified candidates to **intern** in the Washington, D.C. office from early January through late April to early May of 2018. Although internships are unpaid, students gain invaluable work experience on Capitol Hill. The hours can be flexible to accommodate students' evening schedules but generally run 9:00 a.m. to 5:30 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Interns are expected to be in the office at least 35 hours per week.

Interns' responsibilities will vary. They will be asked to answer phones, run errands, draft content for the communications team, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to California are preferred, but not required.

To apply to intern in the DC office, please send your resume, a short writing sample, and your dates and times of availability to ca17dcinterns.resumes@mail.house.gov. Due to the high volume of applicants, a response is not guaranteed. Applications will be accepted on a rolling basis.

MEM-461-17 Congressman Ron Estes (KS-04) seeks conservative and diligent **interns** for the spring semester. Duties including helping to draft constituent correspondence, welcoming constituents, leading Capitol tours, assisting with research, and aiding legislative staff. This unpaid internship would last from January to May, and is a challenging and meaningful introduction to the

legislative process. To apply, please send a cover letter and resume to KS04DC.InternshipApplication@mail.house.gov.

MEM-460-17 Congressman Ben Ray Luján (NM-03) has immediate openings for 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 a resume, cover letter – including desired start date, and a 1-2-page writing sample to Lujan.Tours@mail.house.gov.

MEM-459-17 Congressman Sean P. Duffy is looking for Winter/Spring **interns**! We are looking for energetic and driven individuals who are eager to learn. Congressman Duffy represents Wisconsin's 7th Congressional District and serves on the House Financial Services Committee as the Chairman of the House Financial Services Subcommittee on Housing and Insurance. The internship program is a very hands-on program where our goal is to make you feel like you are a part of the team and not just an intern whose sole responsibility is to answer phones. The main mission of the program is placement. Our hope is that after our interns leave the program they are prepared to step right into a Staff Assistant or maybe even a Legislative Correspondent position on Capitol Hill. If you are a student or recent graduate and think you would benefit from this opportunity please email your resume and cover letter to Wisc.internship@gmail.com. Ties to Wisconsin are not required but preferred.

CORE RESPONSIBILITIES:

- Legislative Research
- Writing constituent correspondence
- Administrative Duties
- Tours of the U.S. Capitol

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Track record of responsibility
- Exemplifies great customer service

- MEM-457-17** The Office of Congressman Tim Walz (MN-01) is currently seeking motivated, organized, and reliable full or part time **interns** for the Spring 2018 semester in Washington DC. Intern responsibilities include, but are not limited to, greeting visitors, answering phones, conducting US Capitol tours, sorting incoming mail, drafting letters to constituents, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Ideal candidates will have excellent written and oral communication skills, experience working in a professional setting, ability to work in a fast-paced environment, and enthusiasm for the political process and congressional operations. Minnesota ties are a plus, but not required. Interested applicants should send a résumé, cover letter, and a brief writing sample to Kate Rohr at Kate.Rohr@mail.house.gov with “Spring Internship” in the subject line. Minorities and women are encouraged to apply.
- MEM-456-17** Congressman Doug LaMalfa (CA-01) is currently seeking **interns** for the Winter term for his Washington D.C. office. Candidates must be self-starters, detail oriented, have excellent writing and communication skills, and be able to multi-task. The internship involves researching legislative issues, assisting with incoming mail, attending lectures and hearings, giving Capitol tours, working with legislative staff on special projects and assisting with other general office duties. Please note that this is an unpaid internship, if you are seeking college credit our office would be happy to assist in that. California ties a plus, but not necessary. Please email your cover letter and resume to kathleen.devlin@mail.house.gov with Winter Internship in the subject line.
- MEM-455-17** Conservative Midwestern Member of Congress seeking a part/full time **Intern**. Duties include, but aren’t limited to, performing administrative tasks, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with writing and research. Preferred start date is January 3, 2017 and end date is negotiable. Interested applicants should submit their resume and a writing sample to IA01resumes@mail.house.gov.
- MEM-454-17** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for Spring 2017. Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting congressional staff with press clips and constituent communication. The intern will also help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to Lauren Mcilvaine, Lauren.Mcilvaine@mail.house.gov. No calls or walk-ins please.