



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 May 15, 2017

MEM-146-17 The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in early September and run through December 15th. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com by June 30, 2017. Location: Washington, DC.

MEM-136-17 The office of Congressman Dan Newhouse (WA-04) is seeking **interns** for our Washington D.C. office to start immediately until June. Responsibilities include, answering the phones, sorting the mail, giving tours of the Capitol, attending briefings, and other administrative tasks. Applicants must possess a strong work ethic, the ability to work in a fast-paced environment, and have attention to detail. Pacific Northwest ties are a plus, but are not necessary.

Please submit a resume and cover letter to Matt.Pettit@mail.house.gov. Please list your availability in your e-mail.

Interested in an internship with Congressman Newhouse DC or District offices? Do you know anybody in school who wants to get involved in Government? Contact our office at 202-225-5816 to find out about internship opportunities.

MEM-134-17 The House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific is seeking candidates for a summer 2017 **Internship**. Undergraduates, graduate students, and recent graduates with a demonstrated interest in U.S. policy towards the Asia-Pacific will be considered. The internship will be full-time.

The Subcommittee intern is expected to be motivated and entrepreneurial, a strong writer and communicator, detail oriented, and able to produce high quality work products under time constraints. Daily duties will include, but are not limited to, conducting background research, database maintenance, fact checking, content editing, and proofreading. The intern will also assist with the preparation and execution of subcommittee hearings, which will include conducting research and analysis, organizing documents for staff and members, and assisting staff in the hearing room.

Proactive interns will be able to take advantage of this opportunity to enhance their knowledge of Asia policy and professional life on Capitol Hill, by participation in hearings, briefings, and meetings, as well as other opportunities. Interns are expected to demonstrate a high level of professionalism and reliability. All internships are uncompensated, but staffs are happy to support interns seeking class credit for their work.

Information about the subcommittee's membership and recent activities can be found at <http://foreignaffairs.house.gov/subcommittees/asia-and-pacific>. Interested candidates should send a resume and a cover letter explaining their interest in the subcommittee's work, qualifications for the position, and hours of availability to hfac.asia.internship@gmail.com. Application materials must be received by May 1.

MEM-131-17 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a press **intern** to serve in the Washington, D.C. office between May through August. 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 and will 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 Andres.Chovil@mail.house.gov. No calls or walk-ins please.