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

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**INTERNSHIP VACANCY LISTING**

**Week of December 7, 2020**

**MEM-308-20 Operations Internship:**

The House Democratic Caucus Office is seeking motivated, detail-oriented Operations interns to work remotely in a fast-paced leadership office. Interns will be primarily responsible for department-specific responsibilities such as providing outreach support to Democratic Member offices, managing logistics and assisting with team projects.

The Caucus internship will also include an educational work component in which interns will attend remote congressional briefings and hearings, conduct research, draft internal documents and participate in professional development sessions.

The term of this paid internship will be from January to April 2021. Due to the COVID-19 pandemic, interns will solely work remotely for the duration of the internship and be provided the appropriate work equipment.

Applicants do not need to be in the Washington, D.C. area but must be willing to work on Eastern Time. Ideal applicants will have a professional and positive attitude, a demonstrated knowledge of the House Democratic Caucus, problem-solving skills, proficiency with Excel and other programs and a passion for the legislative process.

Qualified applicants should send PDF versions of their resume, cover letter and three professional references to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with the subject line “APPLICANT NAME Spring 2021 Operations Internship Application.”

Women, minorities, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply. Deadline to submit applications is Monday, December 14 at 5:00 p.m. ET. No drop-ins or calls please.

**MEM-307-20 Digital Internship:**

The House Democratic Caucus is seeking motivated, detail-oriented Digital interns to work remotely in a fast-paced leadership office. Interns will be primarily responsible for creating digital products and content using various social media and creative design platforms. The program will also include an educational work component in which interns will attend remote congressional briefings and hearings, conduct research, draft internal documents and participate in professional development sessions.

The term of this paid internship will be from January to April 2021. Due to the COVID-19 pandemic, interns will solely work remotely for the duration of the internship and be provided the appropriate work equipment. Applicants do not need to be in the Washington, D.C. area but must be willing to work on Eastern Time. Ideal applicants will have a professional and positive attitude, a demonstrated knowledge of Democratic politics and problem-solving skills.

Digital candidates should have proficiency with social media platforms, graphic design, video editing software and other digital programs. Strong writing skills are required to excel in this role. A passion for politics, the legislative process and the digital creative industry is a plus.

Qualified applicants should send PDF versions of their resume, cover letter, digital portfolio or digital examples along with three professional references to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with the subject line “APPLICANT NAME Spring 2021 Digital Internship Application.”

Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply. Deadline to submit applications is Monday, December 14 at 5:00 p.m. ET. No drop-ins or calls please.

**MEM-305-20** The Office of Congressman Ralph Norman (SC-05) is seeking **interns** in his Washington, D.C. office for the Spring 2021 session. The Spring session will take place from January to May.

Responsibilities will include answering phones, assisting staff with legislative research, processing constituent mail, drafting constituent correspondence,

compiling media clips, and performing other general office duties. Ideal candidates should have a strong work ethic, strong written and verbal communication skills, and possess a positive attitude. South Carolina ties are encouraged but not required. The internship schedule is flexible to accommodate classes.

Interested candidates should apply by emailing their cover letter and resume to [Darcy.Merline@mail.house.gov](mailto:Darcy.Merline@mail.house.gov) by December 15th. Please indicate availability in your cover letter.

**MEM-303-20** A senior member serving on the House Financial Services Committee is seeking a spring semester, financial services **fellow** to assist the Senior Advisor covering the financial services portfolio. The person in this role will work on substantive financial services issues ranging from banking, housing, capital markets, fintech, insurance, monetary policy, etc.

This will not be a typical role answering phones or giving tours. You will be attending hearings, monitoring legislation, assisting with industry and constituent correspondence, auditing briefings, etc. You will gain an in-depth understanding of working on the Hill and will have valuable exposure to the Financial Services Committee and network. You should leave this role with a better understanding of both the financial services industry as well as current policy that is impacting the industry.

Ideal candidates must be hard working, have an interest in financial services, and a willingness to learn. Graduate degree a plus. Candidates do not have to have a background in financial services in order to be considered.

This is a paid opportunity. Interested candidates should send their resume to [Ashley.gunn@mail.house.gov](mailto:Ashley.gunn@mail.house.gov).

Specific responsibilities include, but are not limited to:

- Monitor Committee hearings and briefings.
- Conduct legislative and policy research.
- Track and monitor legislation.
- Formulate hearing questions from witness testimony.
- Assist with preparation of hearing, markup, and Floor briefing books.
- Observe House proceedings.
- Acquire an understanding of Committee mechanics.
- Prepare memoranda on meetings, hearings, and briefings attended or researched.
- Draft constituent correspondence

**MEM-299-20** Congresswoman Lois Frankel's (FL-21) D.C. office seeks remote **interns** for the upcoming Spring 2021 semester.

This is a fully distanced internship that does not require being in the office, set to begin in January 2021. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and working cooperatively and courteously with others in a remote setting.

Duties include: compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, attending virtual briefings to take notes for the legislative team, and providing assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be provided to accepted applicants. Deadline to apply by is December 11th, 2020 COB. All materials must be submitted to [Acree.Trivett@mail.house.gov](mailto:Acree.Trivett@mail.house.gov)

**MEM-297-20** The Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Elena.Bernstein@mail.house.gov](mailto:Elena.Bernstein@mail.house.gov) with "NY-25 Spring Internship" in the subject line. This is a rolling deadline, but students are encouraged to submit their application early.

For more information on the DC and District internships, please visit: <https://morelleforms.house.gov/services/internships.htm>

**MEM-295-20** Congressman Adam Kinzinger (R-IL) is seeking **interns** for the Spring 2021 session in his Washington, D.C. office. The Spring session will take place from January to May. Interns will have the opportunity to observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process.

Responsibilities include: leading Capitol tours, answering phones, processing constituent mail, assisting staff with legislative projects, and performing other general office duties.

Ideal candidates should have a strong work ethic, be energetic and engaging, and possess a positive attitude. The internship schedule is flexible to accommodate classes. Candidates with Illinois ties are strongly encouraged to apply. Interested candidates should e-mail their resume and cover letter to [internsIL16@gmail.com](mailto:internsIL16@gmail.com) by Dec. 9, 2020. Please specify what your internship schedule may look like and preferred start date.

Please note: The internship will be conducted in a hybrid setting with both in-person and virtual work days. Social distancing in accordance with DC public health guidelines will be strongly encouraged and adhered to.

**MEM-291-20** The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Spring 2021.

This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Intern responsibilities include:

- \* Social media content development
- \* Compiling press clips
- \* Creating newsletters
- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases

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 “Spring 2021 Press Internship” in the subject line.

We also recommend that applicants submit 1-3 sample graphics. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-289-20** 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 student for a full-time **internship** for Spring 2021.

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. Interns 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 an interest in public service and 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. Law students preferred. Applicants should be available to work full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to [Candyce.Phoenix@mail.house.gov](mailto:Candyce.Phoenix@mail.house.gov) with “Spring 2021 Internship Application” in the subject line. No phone calls or drop-ins, please.

**MEM-288-20** The Washington office of Congresswoman Val Demings seeks spring term **interns** for her Washington, D.C. office.

Individual responsibilities will vary, but all interns will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues. Internship hours are flexible, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. This is a paid internship.

To apply, please send a resume, cover letter with days of availability and a one-page writing sample to [FL10.Internships@mail.house.gov](mailto:FL10.Internships@mail.house.gov). Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

**MEM-286-20** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Winter 2020 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to [employment@mail.house.gov](mailto:employment@mail.house.gov). If you have further questions, please call the Intern Coordinator at (202) 225-4016.

**MEM-285-20** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Spring 2021.

Interns will assist the legislative and administrative staff, answer phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls, follow ups or drop ins, please.

Email [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov), with your resume, cover letter & a 1-2 page writing sample as a single PDF.

**MEM-284-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position in the spring.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary. Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics.

Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the communications director. 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-283-20** The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position in the spring.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team.

Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and cover letter to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-282-20** The office of Congresswoman Susie Lee is seeking virtual Winter **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Winter Intern” in the subject line.

No phone calls or walk-ins please.

**MEM-276-20** The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills.

Position duties include (but are not limited to): attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to [ally.hibben@mail.house.gov](mailto:ally.hibben@mail.house.gov) with the subject line: Spring 2021 Internship.

No phone calls or drop-ins, please.

**MEM-274-20** The Democratic office of the Committee on Science, Space, and Technology is currently accepting applications for a full-time paid **internship** for Winter 2021. This position will be a combination of telework and in-office work as safety and logistics permit.

Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Typical intern duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee’s jurisdiction.

Candidates should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee’s jurisdiction is preferred.



Interested applicants should apply at the following link: <https://science.house.gov/contact/internships>

Please no drop-ins or phone calls.