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

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**INTERNSHIP VACANCY LISTING**

**Week of July 13, 2015**

**MEM-169-15** Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Fall 2015 (mid-August to December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to [kevin.rambosk@mail.house.gov](mailto:kevin.rambosk@mail.house.gov).

**MEM-168-15** Midwest Republican seeks full time hard working **intern** for Fall 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the

legislative process. Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred.

- MEM-167-15** 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).
- MEM-166-15** New Jersey Democratic Congressman Frank Pallone (NJ-06), the Ranking Member of the Energy and Commerce Committee, seeks full time and part time unpaid **interns** for his personal office during the fall 2015 semester. We are seeking personable, hardworking and motivated individuals with excellent oral and written communication skills. Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey ties are strongly preferred, but not necessary. A good sense of humor is a plus. Please email, with the subject "Fall 2015 Internship Application", a resume, cover letter, and references to [thomas.egan@mail.house.gov](mailto:thomas.egan@mail.house.gov), and please include your dates and times of availability. We have immediate vacancies to be filled.
- MEM-164-15** Conservative Republican seeks highly motivated fall **interns** for DC office. Successful candidates will be organized, hard-working, and detail-oriented. Intern will be responsible for assisting staff with legislative and administrative duties such as greeting visitors, drafting constituent correspondence, answering phones, and leading Capitol tours. Interns will also have opportunities to attend staff briefings and committee hearings to gain firsthand knowledge of the legislative process. The position is unpaid, and the intern is responsible for finding housing in the DC area. Florida ties preferred. If interested, please send a cover letter, resume, and available dates to [fl11internship@gmail.com](mailto:fl11internship@gmail.com). No phone calls or walk-ins, please.
- MEM-162-15** California Democrat is seeking hardworking **interns** for the fall 2015 semester. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to [bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov).

**MEM-160-15** Nevada Republican seeks a legislative **intern** for August and/or Fall 2015. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, handling constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, receptions, and press events.

*Legislative Internship Qualifications:*

Our office is looking for an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Applicants should have working knowledge of current events and policy topics, as well as a willingness to do assist with daily office tasks. Nevada ties strongly preferred.

*Legislative Internship Requirements:*

Interns must be able to commit a minimum of three full days a week (9:00am-6:00pm). Students welcome to apply. Those interested please send cover letter, updated resume, and references to [kelsey.wolfgram@mail.house.gov](mailto:kelsey.wolfgram@mail.house.gov).

**MEM-159-15** Nevada Republican seeks an unpaid communications **intern** for August 2015 and/or Fall 2015. Interns will work in a fast-paced Congressional office, gaining valuable exposure and knowledge of the communications process and the United States Congress. Communication intern responsibilities include tracking and reporting on social media and news story comments, drafting social media posts, establishing and managing a twitter account, and reaching out to local/national reporters on social media. Interns will also have the opportunity to attend events and committee meetings to take photos and videos, work with the communications director to put press releases on the website, and assist with writing projects at the discretion of the communications director. Interns will also help facilitate our constituent communications program and guide constituents on tours of the US Capitol building.

*Communications Intern Qualifications:*

Our office seeks an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as a member of a team environment. Applicants must have a working knowledge of current events and policy topics as well as a willingness to assist with daily communication tasks. Nevada ties strongly preferred.

*Communications Intern Requirements:*

Interns must be able to commit a minimum of three full days a week (9:00 am-6:00 pm) with the option of working full-time, June through August. Students are

welcome to apply. If interested, please send a cover letter, updated resume, sample of a social media post for a congressperson, and references to [kelsey.wolfgram@mail.house.gov](mailto:kelsey.wolfgram@mail.house.gov).

- MEM-158-15** Congressional Democratic Office looking for an unpaid **Legislative Fellow** to serve for a period of one year. The Fellow will be responsible for work related to the Congressman's Financial Services Committee assignment and other legislative issues. The work will include preparing the Congressman for committee hearings and meetings, drafting legislative memos, coordinating with constituent groups, and advising the Congressman directly on bills and issues within the legislative portfolio. Fellow must have policy experience in fast-paced and demanding office and also be willing to contribute to a positive work environment. Please submit a resume and cover letter no later than July 7<sup>th</sup> to [CongressionalFellowship@gmail.com](mailto:CongressionalFellowship@gmail.com).
- MEM-157-15** Democratic Congressman seeks applicants for full- or part-time unpaid **press internship** for Fall 2015. Duties will include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, maintaining website, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, news media, or journalism. Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) by July 18th with "Summer Press Internship" in the subject line.
- MEM-156-15** Democratic Congressman seeks applicants for full- or part-time unpaid **congressional internship** for Fall 2015. Duties will include conducting legislative research for staff, drafting memos on hearings and briefings, assisting with front office duties, answer constituent correspondence on matters related to the House, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) by July 18th with "Summer Congressional Internship" in the subject line.
- MEM-154-15** North Carolina Democrat seeks an unpaid **Communications Fellow** for her Washington, D.C. office. Duties include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, drafting press releases, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, new media, or journalism. North Carolina ties are a plus. Women and minorities are encouraged to apply. Please send your resume and cover letter to [nc12internjobs@gmail.com](mailto:nc12internjobs@gmail.com).
- MEM-152-15** New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns**, preferably to begin immediately. Interns will:

- Assist with office administrative tasks including, sorting incoming mail,

- greeting visitors, and answering the telephone.
- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Candidates with graphic design, layout, Photoshop and computer programming skills are highly preferred.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes parts of Manhattan and Brooklyn. Congressman Nadler serves on the Judiciary Committee and on the Transportation and Infrastructure Committee, where he is the highest ranking member from New York. He is the Ranking member of The Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please e-mail a resume, brief cover letter, and 1-2 page writing sample to:

Email: [Christian.Barbato@mail.house.gov](mailto:Christian.Barbato@mail.house.gov) .

**MEM-150-15** Arkansas Republican is seeking **interns** for August through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid. Interested candidates should send a cover letter, resume, and brief writing sample to [ArkansasGOPIntern@gmail.com](mailto:ArkansasGOPIntern@gmail.com).

**MEM-129-15** The office of Congressman Bill Johnson (R-OH) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for the 2015 fall internship program. The internship is scheduled to run from August 31 to December 18. 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 [intern.oh06@gmail.com](mailto:intern.oh06@gmail.com) with "2015 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.