



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of January 16, 2018

MEM-022-18 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Spring 2018 **internship** program in Washington, DC. Intern responsibilities include greeting constituents, drafting constituent correspondence, assisting the Communications Director with various projects, attending briefings and writing memos for legislative staff, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for learning. Ties to Maryland strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability with the subject line "Spring 2018 Internship" to Lucy Shaw at Employment@mail.house.gov.

MEM-021-18 Congressman Walker is currently seeking hard-working **interns** in his Washington, D.C. office for the Spring 2018 semester. Interns will work closely

with Congressman Walker's staff and constituents while learning the procedures of the United States Congress and about issues affecting North Carolina. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Interested candidates should send a current resume and cover letter to NC06.Internship@mail.house.gov.

MEM-020-18 The Republican staff of the Committee on Oversight and Government Reform of the House of Representatives seeks candidates for law student, graduate student, and undergraduate student **internships** for spring 2018 and summer 2018. Interns will have the opportunity to participate in substantive work on investigations and legislation, attend hearings and briefings, and participate in an intern education program. Undergraduate interns will also rotate through assisting in the front office on a recurring basis.

Spring internships are available immediately and typically run through the middle of April, although specific dates will be determined a case-by-case basis. Interns must be available at least three days a week, and preference will be afforded those available full time.

The strongest candidates will exhibit an excellent work ethic, discretion in working on confidential matters, and be enthusiastic and knowledgeable about the Committee's work.

Interested candidates should submit a resume and cover letter detailing their interest in the position to Michael.Watson@mail.house.gov and Robert.Brooks@mail.house.gov. Graduate students and law students are encouraged to include an unedited writing sample.

MEM-017-18 Mid-Atlantic member seeks a **press intern** to begin immediately in the Washington, D.C. office. The role of the press intern is to help support the Communications Director in day-to-day tasks in the press shop, from special projects to copy editing to assisting with digital communications. This is an unpaid internship, but is an excellent opportunity for students seeking academic credit.

Responsibilities include:

- Research to support office communication and legislative efforts;
- Compile daily clips;
- Draft social media, newsletters and other written communication;
- Manage and update press lists;

- Attend briefings and press events;
- Answer phones and log constituent mail;
- Give Capitol tours and;
- Assist with general office duties.

Requirements and expectations: Ideal candidates must be strong writers, possess acute attention to detail, have a thorough understanding of all social media and digital platforms and be able to work quickly and efficiently. Graphic design skills, relevant course work, and/or experience in media are appreciated. Applicants should have a working knowledge of current events, policy subjects and issues affecting the Mid-Atlantic region. Interested candidates should submit their resume, cover letter and writing sample to hannah.cooper@mail.house.gov. The subject line should read “Spring Press Internship Application.” Maryland ties preferred, but not required. No phone calls or drop-ins, please.

MEM-015-18 The Office of Congressman Buchanan is seeking full time **interns** for spring.

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-012-18 The office of Congresswoman Martha McSally is seeking spring **interns** for the Washington, D.C. office with an immediate start date. Responsibilities include, but are not limited to, conducting Capitol tours, corresponding with constituents,

researching legislative issues, attending committee hearings, and assisting the Member and staff with data management.

Interns will be expected to work a minimum of 24 hours per week, with preference given to candidates who can work full time. Ideal candidates are self-starters with strong interpersonal skills, writing capabilities, and attention to detail. Interested candidates should email resumes to AZ02Intern@gmail.com.

MEM-011-18 The Committee on House Administration Democratic staff is currently seeking a full-time, unpaid **intern** for the 2018 Spring Semester. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research. Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, and assisting with front office duties. Candidates must exhibit strong writing, communication and organizational skills. Spanish fluency is a plus. Please send a resume and brief writing sample in PDF format to Sydney.burns@mail.house.gov with “Spring Congressional Internship” in the subject line.

MEM-010-18 Congressman Michael E. Capuano is looking for **interns** to join his Washington, D.C. team for a full-time or part-time, unpaid internship during spring 2018, 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 and/or work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to capuano.intern1@mail.house.gov.

MEM-009-18 The Office of Congressman Chris Smith (NJ-04) is seeking applicants for an unpaid **internship** in the Washington, DC office for spring 2018. Duties include, but are not limited to, answering constituent phone calls, leading tours of the Capitol, attending hearings and briefings, sorting and distributing mail, drafting correspondence, and assisting with research tasks. Candidates should possess strong writing and communications skills as well as attention to detail. All majors are encouraged to apply. Please send a resume, writing sample, and a list of references to NJ04.scheduling@mail.house.gov with “Spring Internship 2018” in the subject line.

MEM-007-18 Congressman Erik Paulsen’s office is currently accepting applications for unpaid **internships** in the Washington, D.C. office.

A Congressional internship offers applicants an exciting opportunity to support staff while learning about the daily operations of the Legislative branch. Interns will assist the staff with constituent services, communications, administrative tasks, and legislative research. Congressman Paulsen's Internship Program is designed primarily for the educational benefit of the participant. Interns working in the District Office have the opportunity to contribute to the office's interaction with the surrounding community through constituent services, local events, and community meetings. Interns in the Washington, D.C. Office will gain insight into the federal government and the legislative process by working closely with staff and attending hearings and briefings. Candidates should have a strong work ethic, be highly organized and motivated, and possess a positive attitude. This internship is unpaid. College credit, if applicable, will be provided. MN ties preferred but not required. Qualified applicants should send their cover letter and resume to Peter Dudziak at Peter.Dudziak@mail.house.gov.

MEM-006-18 The Office of Congresswoman Susan Davis is seeking full and part time **interns** for the Winter/Spring term in our Washington D.C. office. Great candidates are passionate about Democratic issues, great communicators, and flexible. Duties include letter writing, research opportunities, and constituent contact. Internship candidates should be prepared to work a minimum of 10 hours per week. Internship applications are evaluated on a rolling basis for fall, spring and summer sessions. While we encourage all enthusiastic and hard-working applicants, being a constituent of California's 53rd District is a plus!

Interested applicants should send a cover letter, resume and a list of three references with the subject line "Winter 2018 Internship" to our Intern Coordinator at ca53dcinternapp@mail.house.gov. Ties to San Diego and the CA-53rd District are preferred but not required. This position is for the Spring Semester/Winter Quarter.

MEM-004-18 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-002-18 Representative Debbie Dingell (D-MI) is seeking full or part-time congressional **interns** for her Washington, D.C. office for Winter 2018 (mid-January to May). 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-oriented and possess strong communication and writing skills. Michigan ties are preferred. Interested applicants should submit a resume and cover letter with the subject line “Winter Internship” to timothy.huebner@mail.house.gov.

MEM-513-17 Congresswoman Eleanor Holmes Norton’s Capitol Hill office is seeking strong undergraduate, graduate, and recent graduate candidates for the spring **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 two-page writing sample to Priscilla.Kim@mail.house.gov with the subject line “Norton Internship.” District ties are required. Both full and part time positions require a minimum three-month commitment, are unpaid, and will be considered on a rolling basis.

No phone calls or drop ins, please.

MEM-510-17 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Spring semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to caleb.baca@mail.house.gov. Applications are reviewed on a rolling basis, so

there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-506-17 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this winter. Candidates should be professional, quick learners, and phenomenal team players, and should be able to begin in January 2018. 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.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.