



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of January 16, 2017

- MEM-016-17** Democratic Member of the House seeks an unpaid intern for their DC office. Responsibilities include assisting staff with general office duties, drafting constituent correspondence, attending briefings and hearings, answering phones, researching legislative issues, giving Capitol tours, greeting visitors and performing various other tasks. Candidates should be energetic, enthusiastic and able to thrive in a fast-paced working environment. Strong communication skills are a must. Candidates should have a general understanding of the governmental process, knowledge of North Carolina, and interest in the legislative process. If interested, please send a cover letter, resume, and writing sample via email to: nc12internjobs@gmail.com. Absolutely no phone calls or walk-ins. Minorities, LGBT and women are encouraged to apply. North Carolina ties preferred, but not required
- MEM-015-17** Louisiana Republican Congressman Ralph Abraham (LA-05) is seeking motivated and hardworking **interns** to fill positions immediately. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Candidates should 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. 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. Louisiana ties are a plus but not required. If you are a student we are happy to work with your college or university to arrange for academic credit. Please send a résumé and cover letter in PDF form to LA05.Intern@mail.house.gov with “Internship” in the subject line.”

MEM-014-17 Congresswoman Dina Titus (NV-1) 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 the Spring of 2017. 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. Nevada ties are strongly encouraged but not required. Please send resume and cover letter to Catherine.chrobak@mail.house.gov.

MEM-012-16 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for Summer 2017 **internship**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries and providing support to all Committee staff. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov.

MEM-011-17 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Summer 2017 session in the Capitol Hill office. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services. Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia’s First Congressional District are preferred but not required. Interested candidates should e-mail their resume and cover letter to jordan1.wilson@mail.house.gov before February 1, 2017.

- MEM-008-17** The office of Congressman Bill Posey [FL-08] is currently seeking highly motivated and organized applicants for a full-time or part-time unpaid internship for the 2017 spring internship program to start immediately. The internship is scheduled to run from January to May, but the months of the internship may vary depending on the availability or school schedule of the applicant. The internship program is open to college students and recent graduates who are interested in learning more about our country's legislative process and the day-to-day operations of a congressional office. 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 and performing various administrative tasks. Florida ties are preferred, but are not required. If interested, please send a resume to FloridaConservativeRepublican@gmail.com with "2017 Spring Internship" in the subject line. No phone calls or walk-ins will be accepted.
- MEM-005-17** The Washington DC office of Congressman Rod Blum (R-IA) is currently accepting applications for Spring and Summer 2017. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, and day to day office duties. 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 9:00 AM – 6:00 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Interested applicants should submit a resume and cover letter to Alexah.Rogge@mail.house.gov. This internship is unpaid. Ties to Iowa are preferred, but not required.
- MEM-004-17** Congressman Ben Ray Luján (NM-03) is seeking unpaid full-time press **intern** 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, and a 1-2 page writing sample to Lujan.Tours@mail.house.gov
- MEM-003-17** Congressman Ben Ray Luján (NM-03) is seeking 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, and a 1-2 page writing sample to Lujan.Tours@mail.house.gov.

MEM-002-17 Southern California member seeks 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. Internships are unpaid, however current students may be eligible for 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 Southern California. Interested candidates should submit their resume, cover letter and writing sample to Sarah.Weinstein@mail.house.gov. The subject line should read "January 2017 Press Internship Application." California ties preferred, but not required. No phone calls or drop-ins, please.

MEM-001-17 The Democratic Staff of the Committee on Rules is seeking a full-time, qualified and energetic **intern** for January - April. The intern will work with staff to prepare materials for committee meetings, conduct research projects for memos, answer phones, and complete a variety of other administrative tasks. Ideal candidates have excellent attention to detail, good writing skills, a strong work ethic, and a strong interest in learning about or a working knowledge of House floor procedures. Applicants must have a good attitude and be willing to perform a variety of tasks. Previous hill internship experience is preferred but not required. Interested candidates should submit a cover letter and resume to RulesInternDem.Application@mail.house.gov.

Equal opportunity employer. No calls or drop-ins please.

MEM-422-16 Congresswoman Lois Frankel's (FL-21) D.C. office seeks **interns** for the Spring semester. 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, high efficiency and strong organizational skills as well as an ability to work cooperatively and courteously with others. Duties include: answering telephone calls, responding to general constituent inquiries and requests for tours, assisting with constituent correspondence, and providing administrative assistance to the DC staff. Undergraduate students or recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should send a resume and cover letter to: olivia.hodge@mail.house.gov.

MEM-417-16 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for Winter/Spring (January – May/June). 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 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.dollhopf@mail.house.gov

MEM-416-16 The Washington office of Rep. Mark Sanford (SC-01) seeks **internship** candidates for the upcoming spring semester that would be able to start in January 2017.

Applicants should possess strong writing skills, be well organized, generally knowledgeable of legislative and related issues, able to complete tasks as directed, and have an eye for detail. Main duties will include answering telephones, logging constituent calls, giving tours of the Capitol to visitors, opening and sorting mail, and assisting with other administrative tasks. However, interns will have MANY opportunities to take on additional assignments within the office, at the discretion of staff.

Anyone interested should email a resume to SC01InternApplicants@mail.house.gov and list their potential start date in the body of the email. South Carolina ties are preferred, but not required.

MEM-415-16 Congressman Luis V. Gutiérrez (IL-04) is seeking **interns** available for an immediate start for the Winter / Spring 2017 semester. 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. Intern responsibilities will also include greeting constituents, 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 good 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. Illinois ties a plus.

Requirements:

Interns must be able to commit to at least three full days per week (9:00AM - 5:30PM). Please submit resume and cover letter to

Julissa.Santoy@mail.house.gov ASAP.

MEM-411-16 The Office of Rep. Paul Tonko (NY-20) is seeking unpaid **interns** for the Spring Semester. Intern duties will include assisting with administrative and legislative tasks, answering phones, processing mail, providing capitol tours, and attending briefings. Preference will be given to residents of the 20th district and Upstate New Yorkers. Interested applicants should email a cover letter, resume, and dates of availability to noor.teebi@mail.house.gov with "Spring Internship" in the subject field.

MEM-410-16 The office of Congressman Raul Ruiz (CA-36) is currently seeking full and part-time unpaid scheduling **interns** for Fall 2016 to work in the Congressman's Washington, DC office. Interns will gain valuable Capitol Hill experience and further their understanding of the legislative process. Daily responsibilities will include, but are not limited to: data entry, maintaining and organizing databases of meeting/event requests, assisting with Rep. Ruiz's daily schedule, staffing the front office, greeting visitors, answering phones, and other administrative duties. Qualified candidates will be highly organized, prompt, responsible, and ready to work in a fast paced environment. Strong oral and communication skills are a must. Women and minorities are encouraged to apply. California ties and the ability to speak Spanish are a plus.

Interested applicants should send their resume and cover letter to

lauren.heasley@mail.house.gov.

No phone calls or drop-ins, please.