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

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**  
**Week of April 22, 2019**

- MEM-189-19** The House Democratic Policy & Communications Committee (DPCC) seeks a press **intern** to begin in May to support the communications team. Responsibilities include, but are not limited to, drafting press materials, maintaining website and digital platforms, clipping and editing videos, updating reporter and contact lists, coordinating events, and other administrative duties as assigned. Candidates must have strong writing skills, familiarity with digital products and editing software, and the ability to juggle multiple projects under tight deadlines. Candidates should submit a resume and cover letter to [dpcc@mail.house.gov](mailto:dpcc@mail.house.gov) with the subject line "2019 Summer DPCC Internship."
- MEM-187-19** The House Democratic Caucus is seeking motivated, detail-oriented Operations **interns** to work in a fast-paced leadership office. Interns will be primarily responsible for operational tasks such as managing the front office, answering phones, helping to execute weekly closed-door meetings of the House Democratic Caucus, running the letter folding program and additional administrative tasks. The program will also include opportunities to attend Congressional briefings and hearings, conduct research and draft internal memos. The term of the Internship will be from May 1 through the end of August 2019.

Ideal applicants will have a professional and positive attitude, event management experience, proficiency with Excel, a demonstrated knowledge of the House Democratic Caucus and a passion for politics and the legislative process. Qualified applicants should send resume, cover letter and three references to [caucusinternresume@mail.house.gov](mailto:caucusinternresume@mail.house.gov). Women, minorities, LGBTQIA+ individuals and those with disabilities are encouraged to apply. This internship is unpaid. No drop-ins or calls please.

**MEM-182-19 Digital Media Fellowship** (paid, temporary): The Office of Congresswoman Stephanie Murphy (D-FL) is seeking a Digital Media Fellow to join its fast-paced communications operation. Primary responsibilities will include drafting and creating social media content; producing high-quality online graphics and videos; taking photos; filming and livestreaming events; compiling daily press clips; and maintaining media lists. Candidates must possess strong technical skills and knowledge of the Adobe Creative Suite, as well as advanced creativity and artistic ability. Experience in website management, photography and social media strategy a plus. This is a part-time, temporary paid position. Interested applicants must submit a resume, brief cover letter, and at least three samples of graphic design and/or video editing to Jonathan Uriarte at [jonathan.uriarte@mail.house.gov](mailto:jonathan.uriarte@mail.house.gov).

**MEM-179-19** Position: California Republican seeks Spring/Summer 2019 **Interns**  
Description: California Republican is currently accepting applications for full/part-time interns in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other functions of a congressional office. Internships are unpaid but the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to [CAGOPInternship@gmail.com](mailto:CAGOPInternship@gmail.com).

**MEM-178-19** The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid Communications **Intern** for an **immediate start**. Responsibilities include updating and maintaining the website, creating social media content and graphics, drafting press releases and op-eds, and compiling and tracking media coverage. Additionally, this intern is critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents. The ideal candidate will be detail-oriented, creative, reliable, and have excellent writing and communications skills. Familiarity with social media and website development is strongly desired. An interest in science policy is a plus.

Please send resume, cover letter, writing sample, and social media graphic sample to [sstdeminterns@mail.house.gov](mailto:sstdeminterns@mail.house.gov) with “Spring Communications Intern” in the subject line by May 10. Please include your approximate dates of availability in the email. No calls or drop-ins please.

**MEM-177-19** The Washington, D.C. office of Representative Sean Patrick Maloney (NY-18) is seeking a press **intern** to assist with an aggressive and fast-paced communications operation for Summer 2019. Applicants should have strong writing, editing, and digital communication skills. Ideal candidates are college students, recent graduates, or graduate students with experience creating content and writing under tight deadlines. Internship traditionally runs from May to August. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

Primary Duties:

- Compiling daily press clips
- Managing press lists, including creating issue-specific press lists
- Assisting with graphic design, video editing
- Drafting social media content (i.e. Facebook, Twitter, Instagram)
- Providing background research for op-eds and press releases

Please email a resume, cover letter, writing sample, and digital portfolio (2-3 graphics and video) to [libbie.wilcox@mail.house.gov](mailto:libbie.wilcox@mail.house.gov) with “PRESS INTERNSHIP” in the subject line.

**MEM-167-19** Southern Democratic Member of Congress seeks both full-time and part-time **interns** for Summer 2019 in the Washington, D.C. office. Responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, running errands, and drafting constituent correspondence. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. No drop-ins or phone calls. Please email [nchousejobs@gmail.com](mailto:nchousejobs@gmail.com) with the subject line “Summer 2019- Internship Application” and attach a resume, writing sample, and include information regarding your full-time or part-time availability. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

**MEM-166-19** The House Committee on Oversight and Reform Majority Staff are seeking motivated and reliable digital **interns** to fill positions in the spring, summer, and fall. Intern responsibilities include, but are not limited to, content creation, website maintenance, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. 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-164-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time **press interns** for Summer 2019. The intern will compile daily press clips, clip news videos, learn about communications in a Committee office, take photos and videos of events, and work with staff to draft content for social media and press channels in addition to office tasks. Other tasks as needed and depending on the interests of the intern.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern, your preferred start and end dates, as well as your social media handles. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required. Press interns must be available in the mornings.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization.

**MEM-163-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time **interns** for Summer 2019. Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization.

**MEM-161-19** The Office of Congressman Sean Patrick Maloney (D-NY-18), member of the House Intelligence Committee and Chair of the Coast Guard and Maritime Transportation Subcommittee, is seeking qualified **interns** for Summer 2019. Ideal candidates will be highly-motivated, detail-orientated, and show strong verbal and written communication skills. Daily tasks include, but are not limited to, answering phones, logging constituent correspondence, greeting visitors, working on research projects, providing Capitol tours, and attending Congressional briefings and hearings. Interns will complete administrative, legislative, and press assignments at the request of staff and the Member. Female, minority, and LGBTQ+ candidates are strongly encouraged to apply

The summer internship is scheduled to run through May - August 2019  
candidates MUST BE RISING COLLEGE SOPHOMORE OR ABOVE.  
DEADLINE: EOD APRIL 9th.

Interested applicants should complete the congressional internship application form on our website, <https://seanmaloney.house.gov/services/internships>.

**MEM-316-18** 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)