



House Vacancy Announcement and Placement Service (HVAPS)

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

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INTERNSHIP VACANCY LISTING

Week of January 30, 2017

MEM-025-17 The Washington, D.C. office of Congresswoman Martha McSally is currently seeking applicants for a full-time **internship** to start immediately for the spring 2017 term. Responsibilities include assisting the staff with front office operations, conducting legislative research, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending committee briefings and hearings, and learning about the day-to-day operations of a congressional office. Ideal candidates will be ambitious, proactive, have a positive attitude and demonstrate a strong interest in the legislative process. Unpaid internships are available to qualified college students seeking college credit or recent college graduates. Arizona ties preferred but not required. No drop-ins. Please e-mail a resume and cover letter to seton.brems@mail.house.gov.

MEM-024-17 California Democratic Member is currently accepting resumes for the 2017 Winter/Spring **internship** positions in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills,

and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply.

In your cover letter please include your daily availability and both your start and end dates.

Interested applicants should apply at the following link:
<https://vargas.house.gov/services/internships/congressional-internship-application>. No phone calls or drop-ins please.

MEM-023-17 Democratic Member of the House seeks an unpaid press **intern** for their DC office. The role of the press intern is to support the Press Secretary in day-to-day tasks in the press shop including special projects, copy editing, assisting with digital communications. This is an unpaid internship, but it 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 North Carolina. If interested, please send a cover letter, resume, 1-2 page writing sample, and sample graphic you've created or link to a website containing your portfolio via email to: nc12internjobs@gmail.com.

Absolutely no phone calls or walk-ins. This office is an equal opportunity employer. Minorities, LGBT persons and women are encouraged to apply. North Carolina ties preferred, but not required.

MEM-021-17 In the Washington, DC office of Rep. Dan Newhouse (WA-04), **internships** run throughout the fall, spring or summer semesters for college students. Although all internships in all offices are unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 5:00 p.m. In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer

constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office. Candidates who are interested should email their resume and a writing sample to Matt.Pettit@mail.house.gov with the subject line “Internship Application”.

MEM-017-17 The Washington, DC office of Congresswoman Lucille Roybal-Allard is seeking motivated, organized, and reliable individuals to fill a Winter-Spring **internship** position through May. 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. Successful candidates will possess excellent written and oral communications 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. Spanish fluency, California ties, and full-week availability are all plusses. Please send a résumé, cover letter, a short writing sample (no longer than one page), and dates of availability to jhostyn.duval@mail.house.gov with “Intern” in the subject line.

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-0122-17 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.