



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of May 26, 2020

MEM-150-20 U.S. Congresswoman Katie Porter's Office is seeking highly motivated undergraduates and recent graduates for her DC office **internship** program for the months of June and July.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected to work from 9 am to 6 pm. Currently this is a remote internship opportunity, but it may transition to an in-person internship. A monthly stipend will be provided.

To apply for an internship , please:

Email a cover letter, resume, and two references to

CAFreshman.Internship@Mail.house.gov with "Summer Internship" in the subject line.

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Porter's office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply.

MEM-149-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

District and Florida ties are encouraged but not required. No phone calls, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

MEM-090-20 The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a 'Labor Policy **Intern**' or 'Labor Policy Fellow' for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov. Please, also, include two short, relevant writing samples in your application materials. Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.