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

B-235 Longworth House Office Building  
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202-226-5836

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of July 4, 2016**

- MEM-197-16** The office of a western Republican House member is looking for an experienced unpaid communications **intern** to assist with day-to-day operations and special projects in the Washington, D.C. office. Candidates should be soon-to-be or recent college graduates with a preferred major in PR, Journalism, English, or Communications. Interested applicants must be able to commit to at least 30 hours per week. Qualified candidates will have excellent writing skills, a positive attitude and a sense of humor. Photoshop experience is a plus. Intern responsibilities will include monitoring news on relevant policy areas and compile media reports, drafting social media posts and graphics on legislation, issue positions, and news items. Interns will also help brainstorm creative ways to concisely convey complex policy initiatives, draft press material, proof and edit documents from Senior Staff, and assist the Communications Director with special projects. Interested candidates should send their resume and two brief writing samples to [WesternStateIntern@gmail.com](mailto:WesternStateIntern@gmail.com). Writing samples may include: press release, advisory, professional Facebook post and corresponding tweet, school newspaper article, etc.

**MEM-196-16** The office of Congressman Ted W. Lieu is seeking 2016 Fall **interns**. General intern responsibilities include: Answering telephones, data entry, responding to constituent requests, assisting with special projects such as legislative research, assisting with constituent casework, and other miscellaneous tasks. Skills required include: Effective and professional phone manner, computer experience, good typing ability, punctuality, attention to detail, ability to follow instructions, ability to complete tasks efficiently and thoroughly, maturity, empathy, professionalism, and discretion. This internship is unpaid. Congressman Lieu supports students requesting credit for their internship through their school or university. The deadlines for each internship session are as follows: Spring- December 9th, Summer- April 1st, Fall- July 29th. Preference will be given to residents of CA-33.

If you would like to apply for our internship program please send your resume, cover letter, and writing sample to [internship.lieu@mail.house.gov](mailto:internship.lieu@mail.house.gov) with your name and the term in the subject line. If you have any questions regarding the application, please contact the Intern Coordinator, Ashley Fumiko Dominguez at [internship.lieu@mail.house.gov](mailto:internship.lieu@mail.house.gov) or 323-651-1040.

**MEM-195-16** The office of a western Republican House member is looking for an unpaid **intern** for Fall 2016. Candidates should be hardworking, detail-oriented, and professional with strong communication and writing skills. Intern responsibilities will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Interested candidates should send their resume, a cover letter, and a brief writing sample to [WesternStateIntern@gmail.com](mailto:WesternStateIntern@gmail.com).

**MEM-193-16** The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Fall 2016.

The ideal candidates will interact well with constituents, be able to multitask, and have a strong interest in public service. Excellent research and writing skills are crucial. Arizona ties are a plus, but not required.

Interns will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities include answering the phone, guiding tours of the Capitol, assisting with constituent correspondence, and attending briefings and hearings. Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Interested applicants should submit an application including a cover letter, resume, and a 2-5 page writing sample at <https://rubengallego.house.gov/services/internships>. Cover letters should include

days and times the applicants will be available during the internship period; writing samples may be excerpts of larger works.

Interns will begin mid to late-August, depending on their availability, and end in December. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.

**MEM-192-16** Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Fall Semester 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 [jordan.l.wilson@mail.house.gov](mailto:jordan.l.wilson@mail.house.gov) before July 22, 2016.

**MEM-191-16** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for fall of 2016 in the Washington D.C. office. Ideal candidates would be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required.

Interested applicants should send resume, cover letter and availability to [wi06resumes@gmail.com](mailto:wi06resumes@gmail.com).

**MEM-190-16** The Democratic office of the Committee on House Administration seeks energetic and self-motivated undergraduate or graduate level students as well as recent graduates with an interest in government and public policy to apply for its Fall 2016 **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), elections oversight, member services, and other projects as well as providing general front office support. Please note that this is an unpaid internship. Interested applicants should send a

cover letter, resume, and available hours to [intern.CHADEM@mail.house.gov](mailto:intern.CHADEM@mail.house.gov) with the subject headline, "CHA Dem Internship."

**MEM-187-16** Rep. Earl Blumenauer, D-Ore., is seeking full or part-time **interns** for Fall 2016. This is a fast-paced office, where successful applicants will perform substantive and administrative work in Congress while gaining valuable career and educational experience. Duties include, but are not limited to:

- Providing constituent services (answering phones, sorting physical and electronic mail, greeting visitors in the office, and more).
- Giving Capitol tours.
- Legislative research and writing.
- Attending legislative briefings and committee hearings.
- Completing special projects for staff.

Successful applicants will demonstrate these qualities:

- Strong oral and written communication skills.
- An ability to work cooperatively and courteously with others.
- Strong organizational skills.
- Dependability and a strong work ethic.
- A sense of humor.

Oregon ties are preferred, but not required. All internships are unpaid. Please e-mail your resume and cover letter to [jon.bosworth@mail.house.gov](mailto:jon.bosworth@mail.house.gov).

About Rep. Blumenauer: A lifelong resident of Portland, Oregon, Representative Earl Blumenauer (OR-03) has devoted his entire career to public service. While still a student at Lewis and Clark College, he spearheaded the effort to lower the voting age both in Oregon and at the national level. He was elected to the Oregon Legislature in 1972, where he served three terms and Chaired the House Education and Revenue Committee in 1977-78. In 1978, he was elected to the Multnomah County Commission, where he served for eight years before being elected to the Portland City Council in 1986. There, his 10-year tenure as the Commissioner of Public Works demonstrated his leadership on the innovative accomplishments in transportation, planning, environmental programs and public participation that have helped Portland earn an international reputation as one of America's most livable cities.

Elected to the U.S. House of Representatives in 1996, Representative Blumenauer has created a unique role as Congress' chief spokesperson for Livable Communities: places where people are safe, healthy and economically secure. He is a strong advocate for federal policies that address transportation alternatives, provide housing choices, support sustainable economies, and improve the environment. Representative Blumenauer sits on the Ways and Means Committee, giving him a unique platform from which to initiate and legislation that addresses and mitigates the effects of global warming while also advancing his priorities of honest trade, financing critical infrastructure, building

livable communities in a global economy, and ensuring economic security for working families.

- MEM-186-16** The Washington DC office of Congressman Patrick Meehan is currently accepting applications for Fall 2016. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, day to day office duties, and answering constituent letters on various issues before the House of Representatives. 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 8:30 AM – 5:30 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 [MeehanDCIntern@gmail.com](mailto:MeehanDCIntern@gmail.com). The deadline to apply is July 29, 2016. Ties to Pennsylvania's 7th Congressional District are preferred, but not required.
- MEM-185-16** Senior Democratic member of Congress has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.
- Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. Washington D.C. ties are required. Internships begin in late August/early September and run through the Fall semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to [Camilo.Manjarres@mail.house.gov](mailto:Camilo.Manjarres@mail.house.gov) by July 18. Location: Washington, D.C.
- MEM-181-16** The Office of Congressman Reid Ribble is seeking qualified candidates to **intern** in our Washington, D.C. office starting in August 2016. We are interested in candidates of all academic disciplines.
- Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned.
- Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering phones, constituent tours, mail administration, and other duties.
- Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties.
- Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment.

This is an unpaid position. If candidates have any questions or wish to apply, please send a cover letter, resume and writing sample to [Maggie.Woodin@mail.house.gov](mailto:Maggie.Woodin@mail.house.gov).

**MEM-180-16** The Capitol Hill office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time press **intern**. The press intern will work directly with the Communications Director and the Congresswoman to carry out responsibilities including, but not limited to, creating graphics, developing social media content, updating website content, editing video and photos, updating press lists, collecting and distributing press clips, staffing press events, and drafting press releases. Applicants should possess strong written and oral communication skills and have an interest in working on issues affecting the District of Columbia. The ideal applicant will have creative graphic design skills, strong writing skills, and a sense of humor.

Applicants should email a cover letter, resume, and two writing samples to [NortonPressInternship@gmail.com](mailto:NortonPressInternship@gmail.com) with "Press Intern" in the subject line.

**MEM-178-16** The Washington, D.C. office of Representative Martha McSally (AZ-02) is currently seeking qualified candidates that are interested in a paid full-time **internship** and possess exceptional organization and communication skills. Candidates should maintain a professional and courteous demeanor, and have an interest in learning more about the legislative process. Responsibilities include assisting the staff with front office operations, processing tour and flag requests, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending hearings, and conducting legislative research. The ideal candidate is proactive, attentive to detail, and is able to work in a fast-paced environment. If you are interested in being considered for this internship opportunity, please send your resume, cover letter, and any relevant writing samples to [keeley.christensen@mail.house.gov](mailto:keeley.christensen@mail.house.gov). No drop-ins please.

**MEM-177-16** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the summer and fall semesters. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Interested applicants should visit the Committee's website at <http://democrats.science.house.gov/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

**MEM-176-16** The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid Communications **Intern** from mid-July through early September. Responsibilities include update and maintain website, create social media content and graphics, draft press releases and op-eds, and compile and

track 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.

Please send resume, cover letter, writing sample, and social media graphic sample to [sstdeminterns@mail.house.gov](mailto:sstdeminterns@mail.house.gov) with "Communications Intern" in the subject line by July 8. Please include your approximate dates of availability. No calls or drop-ins please.

**MEM-174-16** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for the fall of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com) with "Communications Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.

**MEM-173-16** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time legislative **intern** for her Washington D.C. office for the fall of 2016. Ideal candidate would be professional, dependable and possess a strong work ethic and writing skills. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com) with "Legislative Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.



- MEM-172-16** The office of Representative Richard Hanna (NY-22) is currently accepting applications for fall semester **interns**. Duties will include greeting visitors, answering the telephone and answering constituent requests for general information, providing constituent tours of the Capitol, and other duties as assigned by the intern coordinator and staff members. This position will also monitor the delivery and pickup of mail, maintain the front office, draft constituent correspondence, assist with the preparation of legislative materials for committee hearings and briefings, and attend committee hearings with the Member.
- The internship will be unpaid and run September through December, though precise start and end dates are flexible. To apply, interested applicants should email [NY22Internships@gmail.com](mailto:NY22Internships@gmail.com) with a resume, cover letter, and two letters of recommendation.
- MEM-171-16** Southern California Democrat seeks a full-time, unpaid Communications **Intern** for Fall 2016 to support dynamic press operation. Primary responsibilities include: create social media content and graphics; draft press releases and talking points; plan and execute DC and San Diego press events; cut and edit videos; organize and track photos; compile press clips and track coverage. Candidates must have strong writing and social media skills and demonstrate sound political instincts. California residents or those with strong ties to San Diego encouraged to apply. Please send a cover letter, resume, writing and social media/ graphic samples to [ca52internship@mail.house.gov](mailto:ca52internship@mail.house.gov) with the subject line "Communications Intern CA52." Deadline to apply is July 15th.
- MEM-170-16** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2016. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. California residents or strong ties to San Diego are preferred. Candidates should be prepared to work a minimum of 10 hours per week. Please send a resume, cover letter, writing sample (1-2 pages), and times available (start and end dates as well as days per week) to [CA52Internship@mail.house.gov](mailto:CA52Internship@mail.house.gov) with "LAST NAME, FIRST NAME, CA52 Internship" in the subject line. Deadline to apply is July 15th.
- MEM-169-16** Congressman Bruce Westerman (AR-04) is currently accepting applications for his Summer II 2016 **internship** program in his Washington, D.C. office. He is seeking highly qualified candidates who are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. In the DC office, responsibilities will include answering the phone, giving tours of the Capitol,



assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Although internships are unpaid, the office is happy to fill out any necessary forms for students to receive credit at their respective college or university. Arkansas ties are preferred, but not required. Interested candidates should email a resume and cover letter to [Jordan.Garcia@mail.house.gov](mailto:Jordan.Garcia@mail.house.gov).

**MEM-146-16** The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in late August/early September and run through the semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to [RepDWSresumes@gmail.com](mailto:RepDWSresumes@gmail.com) by July 11. Location: Washington, DC.