



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of February 18, 2014

- MEM-135-14** New Jersey Democratic Congressman Frank Pallone (NJ-06) seeks full time and part time **unpaid interns** for the Summer 2014 semester. We are seeking personable, hardworking and motivated individuals with excellent oral and written communication skills. Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey ties are required. A good sense of humor is a plus. Please email a resume, cover letter, and brief writing sample to nj06interns@gmail.com, and please include your dates and times of availability. No phone calls please.
- MEM-134-14** The office of Congressman Buck McKeon (CA-25), Chairman, of the House Armed Services Committee, is seeking **unpaid Interns** to fill positions for Spring and/or Summer 2014. Main responsibilities include answering phones, processing mail, drafting constituent

correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars that interest you. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate. This is a great opportunity for college students seeking academic credit. Applicants must be able to make a minimum commitment of four days a week. California ties a plus, but not required. Please e-mail your cover letter and resume to Zach Fisher at Zach.Fisher@mail.house.gov.

MEM-133-14 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office for the period March through June. 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 strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-132-14 Congressman Mike McIntyre is seeking full-time and part-time **unpaid interns** in his Washington D.C. office. Responsibilities will include assisting the administrative and legislative staff with writing, legislative research, and archiving. Qualified applicants will get the opportunity to participate in landmark archiving project. Candidates should be self-motivated, detail oriented and possess strong oral and written communication skills. This is an excellent opportunity to gain experience on Capitol Hill while learning about the legislative process. North Carolina ties are preferred, but not required. If you are interested in this internship opportunity, please e-mail a cover letter and resume to Rayshon.Payton@mail.house.gov

MEM-131-14 The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the spring and summer. Interns are asked to work with staff to help prepare for committee hearings and markups. Interns will work on substantive research projects and press matters. Additionally, interns are 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/contact-us>. Please fill out the application provided and send in a resume and two references.

MEM-130-14 The Committee on Education and the Workforce, Democrats is currently seeking a **graduate or legal intern or fellow** for spring 2014 to work on labor policy. Applicants should be able to demonstrate some prior interest in labor policy. Legislative tasks may include, but are not limited to, legislative research, assembling data, assisting staff in hearing and markup preparation and execution, memo and legislative writing, and attending other hearings, markups, briefings and meetings on behalf of the Committee. Applicants should be able to start immediately and commit to a minimum four month internship. Interested applicants should email their application materials to jobs_ewdems@mail.house.gov with “Labor Policy Internship’ in the subject line. Your application materials should include a resume, a cover letter, the internship applicant information form and two short, relevant writing samples. Please visit our website at <http://democrats.edworkforce.house.gov/about> for more information on the Committee and how to apply.

MEM-129-14 Active Democratic member on House Armed Services Committee seeks a highly-organized, detail-oriented **Defense Fellow** to assist with defense, foreign affairs, and veterans portfolio. Responsibilities include analyzing policy issues, researching policy positions, meeting with constituents and interest groups, crafting legislation and assisting legislative staff as needed. The ideal candidate should possess excellent research and communication skills and have an ability to operate in a fast-paced environment. Veterans and those in established fellowship programs are encouraged to apply. The fellowship will run from February 10 to the end of the year. Please e-mail your cover letter, resume, and a relevant writing sample to azdefensefellow@gmail.com

MEM-128-14 The office of Congressman Jim Bridenstine (OK-01) is seeking candidates for a full-time, **paid internship** for the 2014 spring semester in his Washington, D.C. office. Candidates must be politically conservative, highly motivated, detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline.

Intern duties will include, but are not limited to, answering phones, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns will learn about the legislative process and the many other functions of a congressional office. First district of Oklahoma ties are preferred, but not required.

To apply, please submit your one page resume and a cover letter to mark.piland@mail.house.gov .

MEM-122-14 Congressman Kurt Schrader's Washington, D.C. office is now accepting **internship** applications for the spring term. Interns will be responsible for assisting the team with phones, mail, tours, flag-requests, and related front office duties. Additional tasks, including drafting correspondence, research projects, and attending hearings may be assigned on a case by case basis. Ideal candidates are positive and energetic, have excellent people and organizational skills, and are eager to assist with the legislative and administrative needs of the staff.

Applicants should be available to work part-time (approximately 20 hours) per week. Undergraduate and post-graduate students are eligible to apply. Positions are unpaid and serve to provide professional and educational value to participants, but students have the opportunity to gain academic credit. Oregon ties are preferred. If interested, please contact our office at <mailto:Julia.Stafford@mail.house.gov> with "Spring Internship" in the subject line. Please include cover letter, resume and a writing sample.

MEM-121-14 Seeking motivated student to serve in a House Congressional office for an unpaid **Internship** during the spring semester, beginning as soon as possible. Excellent opportunity for Hill experience with senior Republican member from the House Energy and Commerce Committee. Job responsibilities include assisting staff, answering phones, and other office duties. Please email your Resume to robert.hankins@mail.house.gov.

MEM-120-14 The Office of Congressman Jim Costa (CA-16) is now accepting applications for **unpaid internship** positions available for Spring 2014. 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 and hearings, answering phones, sorting mail, drafting constituent correspondence letters, giving Capitol tours, doing legislative research and various other tasks. Applicants should possess excellent communication skills, have the ability to multi-task, and have an interest in the legislative and governmental process. Interns will gain valuable Hill and office experience, as well as have access to many unique networking opportunities. California ties are preferred, but not required. Please send a resume, cover letter and writing sample to megan.funkhouser@mail.house.gov. In your cover letter, please address your times and dates of availability.