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

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

Vacancy Bulletins are available for pick-up in  
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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of February 6, 2017**

**MEM-037-17** Midwest Democrat is seeking **interns** available for an immediate start for the spring 2017 semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

**Qualifications:**

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government, fiscal issues, education and reproductive rights. Wisconsin ties a plus.

Requirements:

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to [Nairobi.cratic@mail.house.gov](mailto:Nairobi.cratic@mail.house.gov) ASAP.

**MEM-036-17** Representative Claudia Tenney (NY-22) seeks **interns** for the Spring Semester. Intern duties include performing research for staffers, sorting and distributing mail, answering telephones, attending hearings and briefings, and any other office tasks. Ideal candidates will be flexible, reliable, and have good oral and written communication skills. College credit is available if necessary. Preference will be given to New York natives and residents of the 22nd district, however all are encouraged to apply. This internship is unpaid. Interested applicants should send a resume and cover letter to [Joan.Stanton@mail.house.gov](mailto:Joan.Stanton@mail.house.gov) with “Spring Internship” in the subject line.

**MEM-033-17** Mid-Atlantic member seeks a 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.

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 the Mid-Atlantic region. Interested candidates should submit their resume, cover letter and writing sample to [hannah.cooper@mail.house.gov](mailto:hannah.cooper@mail.house.gov). The subject line should read “Spring Press Internship Application.” Maryland ties preferred, but not required. No phone calls or drop-ins, please.

- MEM-032-17** Rep. Jose E. Serrano's (NY15) Washington, D.C. office is seeking a full- or part-time press **intern** from February through May/June. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. Duties include assisting with daily news clips, compiling news research, drafting media releases/advisories and social media content, maintaining press contact lists, and managing web content. This position requires attention to detail, strong writing ability and grammar skills, creativity and a willingness to learn. Proficiency in the Microsoft Office, Adobe suites and social media is preferred. A background in journalism or communications is a plus, but not required. Undergraduate and graduate students, as well as recent graduates, are encouraged to apply. New York ties are a plus. This internship is unpaid. Applicants should email a cover letter, resume, and writing sample to [Serrano.Press@mail.house.gov](mailto:Serrano.Press@mail.house.gov).
- MEM-031-17** The office of Congressman Don Beyer (VA-08) seeks qualified candidates for a full-time, unpaid summer **internship**. Core responsibilities include supporting the Staff Assistant in the management of a robust tour program and a busy front office. Excellent communication and organizational skills are vital. The ideal candidate possesses impeccable writing skills, works efficiently in fast-paced environments, has a deep sense of responsibility, and a sincere willingness to learn. Qualified candidates must submit a resume, cover letter, and a 1 to 2 page writing sample to [Pablo.Sierra@mail.house.gov](mailto:Pablo.Sierra@mail.house.gov) by February 10, 2017. Ties to Virginia's 8th Congressional District strongly preferred. Women and minority candidates are strongly encouraged to apply. No phone calls or walk-ins, please.
- MEM-030-17** Congressman Bruce Westerman (AR-04) is currently accepting applications for his Spring and Summer 2017 **internship** program in his Washington, D.C. 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-027-17** Congressman Bob Gibbs (OH-07) is seeking candidates for a full-time, unpaid **internship** for the spring term and the summer session in the Washington, D.C. office. Applicants should be well-organized, responsible, reliable, and possess excellent oral and written communication skills. In addition, a qualified candidate will be generally knowledgeable of legislative issues and current events. Duties will include answering phones, researching legislation, giving Capitol tours,

attending hearings and briefings, and assisting the Member and legislative staff. Ohio ties are preferred, but not required. Any interested candidate should email his or her resume to [mimi.bair@mail.house.gov](mailto:mimi.bair@mail.house.gov).

**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](mailto: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](mailto:nc12internjobs@gmail.com) with "Press Internship" and the semester (spring or summer) as the subject. 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Catherine.chrobak@mail.house.gov).
- MEM-012-17** 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](mailto:bess.larson@mail.house.gov).

