



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of February 13, 2018

MEM-054-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this spring/summer. Candidates should be 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.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy. 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-053-18 The office of Congresswoman Martha McSally is seeking a full-time **press intern** for the summer of 2018 in the Washington, D.C. office.

Responsibilities include, but are not limited to, drafting social media posts, op-eds, and press releases, creating graphics, preparing talking points, managing website content, and corresponding with constituents.

Ideal candidates will have strong writing and interpersonal skills, a high sense of urgency and a proactive work ethic, experience managing social media pages, writing press releases, and creating graphics with photoshop. Arizona ties are preferred.

Interested candidates should email resumes and three work samples to AZ02Intern@gmail.com with the subject "Press Intern Application."

MEM-052-18 The Republican office of the House Veterans' Affairs Committee is currently accepting applications for full-time **internships**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced, front office answering phones and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned. Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Please note the internships are unpaid positions. Please send cover letter and resume to: var.internship@mail.house.gov.

MEM-050-18 New Jersey Democrat seeking **interns** for the spring semester - Qualified candidates will be organized, motivated self-starters, with strong communication and writing skills. Day-to-day duties include assisting with front office operations which includes greeting visitors, opening and sorting mail, answering phones, and conducting Capitol tours. Interns will also attend hearings and briefings and conduct research for staff. This internship is unpaid. Please send cover letter, resume, and a one page writing sample to: nj08jobs@gmail.com. No phone calls or drop-ins.

MEM-049-18 Texas Republican Representative's D.C. office is currently accepting **internship** applications for this Spring. We are looking for highly qualified candidates that are motivated, detail-oriented, and personable. The ideal candidates will have excellent research and writing abilities, an interest in government and politics, and be able to multi-task and interact well with constituents. These are unpaid positions, but interns will have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest.

Responsibilities include answering phones, assisting with constituent correspondence, and supporting the legislative and communication staff on various projects. Interested candidates should email a resume and cover letter to Kristin Repass at Kristin.Repass@mail.house.gov. Texas ties are preferred, but not required.

MEM-043-18 House Armed Services Committee Member seeking **defense fellow**.

Rep. Marc Veasey is seeking a highly motivated individual to assist with a legislative portfolio that includes defense, veterans, and intelligence issues. Responsibilities include preparing and staffing the Member for House Armed Services Committee hearings, managing developments for the National Defense Authorization Act, researching and advising the Member and staff on bills and other issues, and representing the Member in meetings and events.

Texas's 33rd Congressional District is home to a great amount of the defense industrial base and has a large population of veterans as well as many of the largest VA Health Care systems in the country. Applicants should have strong communication skills and be excellent independent workers with positive attitudes. Candidates with strong backgrounds in national security issues or prior military service are preferred. This position is unpaid.

Interested candidates should send their resumes to Ashley.Hayes@mail.house.gov.

MEM-042-18 The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Summer 2018 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the constituent flag request our office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at www.jones.house.gov by March 15th.

MEM-040-18 The Office of Congressman Ralph Norman (SC-05) is seeking hardworking **interns** for the Spring and Summer of 2018. Interns duties will include conducting legislative research, assisting with front office operations, helping with constituent relations, and conducting Capitol tours. Interns will have the opportunity to learn from staff about the day-to-day operations of a congressional office.

Ideal candidates must be detail-oriented, professional, hardworking, creative, and able to work in a fast-paced environment. Although South Carolina ties are preferred, they are not required. This internship is unpaid. If you have any candidates or students that you feel fir this description, please send their resume to jake.hilkin@mail.house.gov.

MEM-039-18 Congressman John P. Sarbanes, a member of the Health Subcommittee on the House Energy & Commerce Committee, is seeking a **fellow or intern** to focus primarily on health policy. Responsibilities include monitoring and analyzing legislation, providing research and support in advance of hearings and markups, meeting with advocates and stakeholders and attending briefings, hearings and other related meetings and events as well as some administrative tasks. Ideal candidate would be a graduate student or recent graduate with an advanced degree in public health, public policy or political science or someone with an interest in health policy or experience in a health care related field. Preference is for an individual who can work a minimum of 25-30 hours/week. This is an unpaid position but offers a unique opportunity to gain a thorough understanding of how health care policy is developed. To apply, please send a resume and cover letter to Dvora Lovinger at dvora.lovinger@mail.house.gov.

MEM-036-18 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Summer semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to caleb.baca@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-035-18 The office of Representative Doug LaMalfa (CA-01) seeks a full-time **intern** in his Washington, DC office starting immediately. Ideal candidates possess strong written and verbal communication skills, organizational skills, an attention to detail, and a positive attitude. Main responsibilities include overseeing tour and flag requests, giving tours, attending briefings, helping with graphic design, processing mail and letters, assisting with constituent correspondence, and helping with other office duties. California ties are preferred, but not required.

Interested candidates should send a cover letter and resume to Kathleen.devlin@mail.house.gov.

MEM-034-18 The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks highly motivated full or part-time **interns** for Spring 2018, available to start in early February. Internship will last into May. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Internships are unpaid, but arrangements may be made to earn academic credit. Interns will also participate in professional development activities within the office.

Please send a resume, cover letter, three professional references and a brief writing sample to OR04.InternCoordinator@mail.house.gov with the subject "Spring 2018 Internship". Applicants with part time schedules should include what days/times they are available during the week. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

MEM-033-18 The Washington D.C. Office of Congresswoman Nanette Diaz Barragán is seeking enthusiastic and highly motivated **interns** for Winter and Spring 2018 – January through May. Ideal candidates will be professional, dependable, and possess strong writing and communication skills. Responsibilities include assisting 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. This position is unpaid. Ties to Southern California and strong sense of humor preferred, but not required. Please email resume and cover letter to Ricardo.Pacheco@mail.house.gov.

MEM-030-18 The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Spring 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in January until the end of May. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line "D.C

Spring 2018 Internship” to fl.demresume@gmail.com. Florida ties are a plus, but are not required.

MEM-029-18 Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Positions are available starting immediately, and applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.

Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.

This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a resume and cover letter to CA34.internship@mail.house.gov with “Internship Application” in the subject line.

MEM-028-18 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for three summer sessions in the Capitol Hill office. The summer session dates are May 14- June 15, June 18- July 20, and July 23- August 24. 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 katie.mazzola@mail.house.gov before February 25, 2018. Please specify which summer sessions you are available to intern.

MEM-026-18 California Democrat is seeking hardworking **interns** for the Spring 2018 internship session to begin in March 2018. Interns will conduct legislative research, compile press clips, assist with front office operations, help with

constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, resume and availability to bera.resume@mail.house.gov.