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

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**INTERNSHIP VACANCY LISTING**

**Week of June 10, 2019**

**MEM-241-19** The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid **interns** for the fall semester. 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 <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

**MEM-240-19** The Washington, D.C. office of Congressman Frank Lucas (OK-3) is seeking candidates for a paid **internship** for Fall of 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are strongly preferred.

Please send your resume and cover letter to [Jacob.Rainbolt@mail.house.gov](mailto:Jacob.Rainbolt@mail.house.gov), with "Internship Application" in the subject line.

**MEM-237-19** The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid Communications **Intern** from mid-June through early October. Responsibilities include updating and maintaining the website, creating social media content and graphics, drafting press releases and op-eds, and compiling and tracking 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. An interest in science policy is a plus. 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 June 17th. Please include your approximate dates of availability. No calls or drop-ins please.

**MEM-236-19** Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Fall 2019 session in his Capitol Hill office. The spring session dates are August 26th- December 13th. The internship schedule is flexible to accommodate classes. 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 [Curran.smolinsky@mail.house.gov](mailto:Curran.smolinsky@mail.house.gov) before July 5th. Please specify what your internship schedule may look like.

**MEM-234-19** The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Summer 2019. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.

Intern responsibilities include:

- \* Social media content development
- \* Event photography
- \* Compiling press clips

- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases
- \* Answering phones

Interested applicants should email a cover letter, resume, short writing sample, dates of availability and one graphic to [GwenMoorePress.Moore@mail.house.gov](mailto:GwenMoorePress.Moore@mail.house.gov) with “Summer 2019 Press Internship” in the subject line.

**MEM-233-19** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office. 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.

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](mailto:Garamendi.Internships@mail.house.gov).

**MEM-231-19** The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Fall 2019 semester. Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks. Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision.

This internship is open to undergraduates (rising seniors and above), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include “Fall 2019 Internship Application” in the subject line of the email.

**MEM-227-19** Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the Fall of 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to [Matthew.Holcombe@mail.house.gov](mailto:Matthew.Holcombe@mail.house.gov) with the subject line "Fall 2019 Internship."

**MEM-226-19** The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time legislative and press **interns** for fall 2019 to start in early August. Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to [veterans.internships@mail.house.gov](mailto:veterans.internships@mail.house.gov). Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization and have outside funding.

**MEM-225-19** Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2019 term from August to December. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, Congressional hearings, and press events. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and excellent written and oral communication skills.

Those interested should send a resume and cover letter to [tyler.fagan@mail.house.gov](mailto:tyler.fagan@mail.house.gov). Applications are reviewed on a rolling basis, so there is currently no deadline to apply.

The position is open to current college students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate class/work schedules. State ties preferred but not required.

**MEM-222-19** Ohio Democrat is seeking **interns** for the 2019 fall 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. Responsibilities will include 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 pleasant 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.

9th District Ohio ties a plus! Applications due by June 16th.  
Please email [Courtney.Hruska@Mail.house.gov](mailto:Courtney.Hruska@Mail.house.gov) with cover letter and resume. Availability must be in cover letter. All components must be submitted for consideration.

**MEM-219-19** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 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 or drop ins, please. Applications must be received by COB July 1st.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov)

**MEM-316-18** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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 preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov)